



Finance Division

Travel Policies & Procedures

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Version 1.0

Travel Policies & Procedures

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Approved on September 14, 2014:

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I. OVERVIEW

This policy is to assist Texas Veterans Commission (TVC) travelers with the State of Texas travel regulations. It is important for all TVC employees to be familiar with this policy. The TVC Finance Division Travel Accountant will not pay or reimburse employees for their travel expenses if they are not in compliance with this policy.

A. AUTHORITY

TVC provides this policy under the authority of the [Texas Government Code Chapter 660, General Appropriations Act, Article IX, Part 5](#), and [Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22](#).

B. APPLICABILITY OF THIS CHAPTER

The information in this chapter applies to all other chapters. If **any** chapter prohibits a payment or reimbursement, then the payment or reimbursement **will not** occur, regardless of anything in another chapter. Similarly, if this chapter allows a payment or reimbursement only if certain preconditions are satisfied, then the payment or reimbursement **will not** occur **before** the preconditions are satisfied, regardless of anything in another chapter.

C. OFFICIAL STATE BUSINESS

1. TVC may pay or reimburse travel expenses only if the purpose of the travel:
 - **clearly involves official state business; and**
 - **is consistent with the legal responsibilities of TVC.**
2. The Travel Voucher must identify the duty point to which the employee traveled. Duty point will be identified by exact location, city and state, or county and/or country if required.
 - The Travel Voucher is defined as the information that a state agency submits to the Comptroller for the purpose of requesting the Comptroller to pay or reimburse a travel expense on the agency's behalf. The Travel Voucher must identify the duty point (destination) to which the employee traveled. Duty point will be identified by exact location, city and state, or county and/or country if required.
3. The Travel Voucher must specify the nature of the official state business conducted at each location and it must identify the persons contacted. This policy, under the specific sections, will be addressed when this information is required. The Comptroller of Public Accounts (Comptroller) may require a TVC employee to submit a detailed explanation of how a travel expense incurred relates to official state business, notwithstanding anything to the contrary of this policy. When abbreviations or acronyms are used on a Travel Voucher to describe the official state business conducted, the voucher must clearly define those items within the

context of the sentence, i.e. Texas Veterans Commission (TVC).

4. Travel reimbursed to more than one employee for the same or similar travel requires documentation or justification to demonstrate that the number of individuals traveling was necessary to perform official state business.

D. CONSERVATION OF STATE FUNDS

TVC must plan the travel of all TVC employees to achieve maximum savings and efficiency. The travel expenses of employees must be **the lowest** possible considering all relevant circumstances.

Each division or regional office is responsible for the management and monitoring of their employees' travel expenses and should strive to ensure the best value for the State when determining travel arrangements. The Financial Services Division will provide each division budget reports. These reports should be analyzed to ensure the division is staying within their travel allocation.

E. SUBMISSION OF ERRONEOUS VOUCHERS

TVC supervisors and/or travel coordinators may not allow a travel voucher to be submitted for payment if they know or reasonably should know that the travel expenses included on the travel voucher **are not** reimbursable or payable.

The processing of a travel voucher submitted in error **does not** obligate TVC to subsequently process all similar vouchers. Each travel voucher must stand on its own because an improper payment or reimbursement **is not** made proper by the fact that it was made one or more times.

F. RESPONSIBILITIES OF EMPLOYEES

1. A TVC employee shall ensure that travel complies with applicable state law and this policy. Failure to comply will result in delayed reimbursement or rejection of the employee's travel voucher.
2. An employee may not seek reimbursement or payment of travel expenses that the employee knows are not reimbursable or payable.
3. An employee shall immediately reimburse the State for any overpayment. An overpayment is the employee's receipt of a reimbursement that exceeds:
 - the limits established by law or this policy; or
 - the amount of travel expenses actually incurred.
4. An employee must submit a claim for reimbursement, or Travel Voucher, no later than two years after the end of the fiscal year in which the travel occurred.
5. Each TVC employee is responsible for complying with applicable federal tax laws

and regulations concerning payments, reimbursements, and advances of travel expenses.

G. FISCAL RESPONSIBILITIES OF PAYMENTS AND REIMBURSEMENTS

TVC management may question the fiscal responsibility of a payment or reimbursement even though it is technically legal. The legislature intends for state agencies to exercise legal authority in a fiscally responsible manner, with due regard for the state's financial situation.

State law requires a state agency to reimburse a state employee for reimbursable travel expenses no later than 45 days after the date the travel voucher was submitted if the voucher is in accordance with agency policies and state travel rules. If there is a bona fide dispute between the TVC and the employee relating to the travel expenses, the TVC shall reimburse the employee for reimbursable travel expenses incurred by the employee no later than 30 days after the date the dispute is resolved.

Financial Services commits to a speedy reimbursement of a completed travel voucher in accordance with state and agency policies and procedures.

H. PARTICIPATION IN THE TEXAS PROCUREMENT AND SUPPORT SERVICES (TPASS) CONTRACTS

TVC employees shall use the contract travel services as required whenever those services provide the most efficient travel resulting in the total lowest cost. TVC travelers are encouraged to purchase travel services at rates lower than the contract travel services rates. The comptroller is statutorily required to audit travel vouchers for compliance with [TPASS's rules for contract travel services](#).

I. SPECIAL AUDITS CONDUCTED BY THE COMPTROLLER AND THE STATE AUDITOR

The comptroller and the state auditor specifically are required by law to conduct periodic examinations of travel vouchers submitted by a state agency for payment of travel expenses under the [Travel Regulations Act \(TRA\)](#) to determine whether:

- the expenses were reasonable and necessary;
- the purpose of the travel clearly involved official state business and was consistent with the agency's legal authority;
- the expenses and the travel during which the expenses were incurred complied with the General Appropriations Act; and
- the travel was approved in accordance with the policy of the state agency that paid the expenses, if the travel was outside Texas; and
- the state-business-related activities conducted during the travel were necessary to perform the state business.

The comptroller is required to notify the state auditor if the comptroller determines that a

criterion listed above was not satisfied.

The supporting documentation for a travel expense must provide sufficient detail or justification to demonstrate that:

- the expense was incurred while conducting official state business;
- the state-business-related activities conducted while traveling were necessary to perform the business; and
- the traveling was necessary to perform the business.

The supporting documentation required by these voucher and documentation requirements must be made available to the comptroller and the state auditor as directed by them.

II. GENERAL PROVISIONS

A. PRIOR APPROVAL TO TRAVEL

1. Travel In-State

The employee must receive approval from the direct supervisor when traveling in-state.

2. Travel Outside the State

Travel to any destination outside the state of Texas, including Canada and Mexico, must be approved by the responsible Division Director and by the Executive Director prior to travel. The approval must be submitted in advance to allow for approval routing.

3. Travel to Washington D.C.

In addition to the requirements for out of state travel, state-funded travelers who will be engaging in activities to obtain or spend federal funds or to impact federal policies should submit travel information to the [Governor's Office of State-Federal Relations](#).

4. Travel to Foreign Countries Other than Canada and Mexico

In addition to the requirements for out of state travel, travel to foreign countries other than Canada and Mexico requires approval by the TVC Board or the Executive Director if authorized by the Board.

A Travel Authorization and Transportation Request Form (TA), TVCF-4 is required when traveling on trips requesting:

- Overnight stay, rental cars, airline tickets, etc.
- Out-of-state travel or travel over \$1,000.00 (requires the Program Director and Executive Director approval.)

Instructions on how to properly fill out a TA can be found on the first tab of TA worksheet found on the TVC website under forms, www.tvc.state.tx.us/Forms.html.

Always check mileage rate through comptroller's office

<https://fm.x.cpa.state.tx.us/fm/travel/travelrates.php> and make the proper changes on the TA when needed.

Make sure to enter the dates of your trip, destination and purpose and if two or more are making the same trip a justification statement is also needed on the next cell. If you are driving your own Privately Owned Vehicle (POV), enter the number of miles, which will automatically convert into the dollar amount at the bottom of TA under Expense Estimate.

Travel Authorization Process

- Must be submitted two weeks prior to travel date unless unforeseen circumstances arise,
- Needs both employee's and supervisor's or RVER's original signatures,
- Must be emailed, scanned or faxed, then mailed (original TA) to Regional Admin.,
- Admin will check for error free document and sends via email, scan or fax a copy of TA to TVC headquarters and
- Mails out signed original TA to TVC Headquarters for processing
- Include rental car & hotel amounts, even if direct billed

B. RESERVATIONS FOR FLIGHTS, HOTELS AND RENTAL CAR

Always practice the rules from Texttravel guide, a website reference for state agencies with applicable laws and rules regarding travel.

<https://fm.x.cpa.state.tx.us/fmx/travel/texttravel/index.php>

RENTAL CAR RESERVATIONS

Contract Term: March 31, through March 30, of current fiscal year

Contract Information: Texas Procurement and Support Services (TPASS) has contracted with the vendors below to provide discounted rental car services for state travelers.

Avis Rent-A-Car System, Inc.

Enterprise Rent-A-Car

A Travel Authorization (TA) is required for obtaining a rental car. The TA, with original signatures, must be submitted to Austin Headquarters two (2) weeks prior to the travel date unless unforeseen circumstances arise.

NOTE: Be sure your rental car is booked at the State contract rate; if not, your rental will not be covered under the contract provisions or with the appropriate insurance coverage.

ENTERPRISE RENT-A-CAR RESERVATIONS made via Internet:

<http://www.enterprise.com> or call 1-866-398-5080.

1. Enter the name of the city you are departing from (location).
2. Enter the dates and time when picking-up and dropping-off the rental.
3. Enter the corporate number or coupon number in the blank box. Contact TVC HQ for the corporate number - direct billing to TVC. "Free Day Coupons" are provided by the Enterprise Rental Car Agency.
4. Click the SEARCH button and another page will open. To access your corporate account, enter "tex" for your agency's name or PIN number.
5. Click the Sign In box.
6. Select the size of the car needed; compact, intermediate or standard. (For a vehicle upgrade, approval from RVER or Program Director is required prior to travel).
7. Make sure that in the left-hand corner, it reads "TEX VETERANS COMM DIR BILL"
8. Click on "select" and this will take you to another page where you enter the traveler's name, telephone number and your email address, not the traveler's email address.
9. When you get the confirmation from Enterprise, make sure you forward it to the traveler (asking the traveler if the information is correct) and copy Austin HQ for billing purposes.

AVIS RENT-A-CAR RESERVATIONS -made via the internet

www.avis.com or call 800-331-1212.

1. Enter the dates & times for pick-up and drop-off locations.
2. Enter the airport or branch code for pick-up and drop-off locations.
3. Enter your Avis wizard number Click "Continue" and you will advance to the Rates and Discounts screen.

4. Click the option labeled "Check my corporate rate".
5. Enter your Avis Worldwide discount number.
6. Click "Continue" and you will advance to the Car selection screen.
7. Select a car type and continue, you will advance to the Rate Confirmation screen.
8. Click "Continue," enter your name and email address to receive an email confirmation.
9. Click the "Make Reservation" button and your car will be reserved.
10. A confirmation page will appear with your reservation number. Please print, scan or fax it Austin HQ, VES Administrative Assistance.
11. Claims Division contacts their Regional Office for rental cars.

NOTE: DO NOT accept the optional coverage of Loss Damage Waiver and Additional Liability as it is already in the State contract or prepaid gasoline.

HOTEL RESERVATIONS

TPASS has negotiated the State rates with the hotels and the list can be found at Hotel Directory (In-State and Out-of-State),
http://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm.

A Travel Authorization (TA) is required when obtaining hotel reservations. The TA, with original signatures, must be submitted to Austin HQ two weeks prior to the travel date unless unforeseen circumstances arise.

1. Use Contracted Hotel/Motel Lodging establishments listed in the Texas State Travel Directory that has contract rates with the State. These establishments must be used unless:

- a. a lower rate can be obtained from a non-contract hotel/motel;
- b. the contract hotel/motel is not available due to being sold out; or,
- c. a non-contract hotel/motel is substantially closer in proximity to where the traveler will be conducting business. In the case where a non-contract hotel/motel or rate is used, that fact, with an explanation, must be noted on the travel voucher and TA.

2. Reservations can be made by either the traveler or Regional Admin using the traveler's credit card; or by Austin HQ using the TVC credit card, but only to guarantee the rooms. The traveler is responsible for the charges and being reimbursed later when submitting a travel voucher.

Exceptions: Direct billing to the Agency will only be done when groups of 10 or more are meeting; (example: Focus groups, TVC conferences).

3. Remind the traveler to obtain a "zero balance" receipt with the name and address of the hotel listed on the receipt. Attach and submit the receipt with the State Travel Voucher.

Note: When making hotel reservations ask hotel personnel about their cancellation policy. The traveler is responsible to cancel hotel if needed.

AIRLINE RESERVATIONS

A Travel Authorization (TA) is required when obtaining airline reservations. The TA, with original signatures, must be submitted to the Administrative Assistant making the reservations two weeks prior to the travel date unless unforeseen circumstances arise. Administrative Assistant or Traveler can search the website of choice for flight schedules and flight numbers to add to a TA, as well as the traveler's date of birth. Otherwise, only designees will make the airline reservations.

Booking Contract Fares: (State's Fiscal Year: September 1 – August 31) TPASS added two airlines to the contracts June 1 through March 31 of the current year.

AMERICAN AIRLINES

American's toll-free reservations 800-433-7300 or online

Note: American airlines charges a fee (\$15.00) for ticketing reservations booked through their toll-free reservation centers.

JETBLUE AIRWAYS

JetBlue's Sales Support Desk 888-538-2583, prompt #3 or online

SOUTHWEST AIRLINES

Southwest's toll-free reservations 800-435-9792

Tips for Booking Airfares:

- Know your entity's booking procedures and travel policies.
- Compare State of Texas fares to general published fares.
- Understand the fare rules/restrictions when purchasing non-refundable tickets.
- Be flexible with your flight times. (Several hours can make \$200+ difference.)
- Consider alternative airports in multi-airport cities.
- If you are an infrequent traveler and considering non-refundable fares, are tickets transferable should your trip be canceled?
- Confirm your itinerary BEFORE ticketing to avoid making ticket changes and incurring additional costs (i.e. dates, times, fare, services, etc.).
- When the state has an airline contract fare between two city pairs, the airline that has the contract must be given preference when making reservations to travel between those two cities.

NOTE: Pursuant to TAC - RULE §20.308 State Travel Credit Cards. See the following:

(a) State Credit Card. State agencies, officials and employees shall use state travel credit cards to purchase contract and non-contract travel services. Contract travel services for airfare shall be charged to state travel credit cards. Contract and non-contract travel services for lodging, rental vehicles and other necessary travel expenses shall be charged to state travel credit cards, when feasible; purchases by other methods shall be reported monthly pursuant to §125.6(e).

C. PROVIDING SERVICES FOR ANOTHER STATE AGENCY

TVC may pay or reimburse the travel expenses of an employee from another state agency if the employee incurred expenses while providing authorized services to TVC. The travel voucher must be routed through the division management who authorized the travel.

D. REIMBURSEMENT FROM NON-STATE SOURCES

TVC may reimburse an employee for travel expenses even if the employee is also being reimbursed for the same trip by non-state sources. However, the total reimbursement to the employee from TVC and the non-state sources may not exceed the total expenses incurred.

The employee is responsible for billing the third party for the reimbursement. A copy of the billing must be attached to the employee travel voucher.

E. CANCELLATION CHARGES

1. TVC may pay a cancellation charge or reimburse an employee for a cancellation charge if:
 - the charge is incurred for a reason related to official state business that could not be conducted due to adverse weather conditions or a natural disaster; or
 - the charge is related to a transportation expense that was paid in advance to obtain lower rates and is incurred because the employee was unable to use the transportation because of an illness or a personal emergency.
2. A cancellation charge is payable or reimbursable only if the charge is imposed according to the contract with the private entity that is imposing the charge.
3. If that failure to cancel was due to the traveler's negligence or oversight, TVC may not pay the charge or reimburse the employee for the charge.
4. The Travel Voucher must specify the business-related reason for the cancellation.
 - Proof that the cancellation charge has been paid must be attached to the claim.
 - The Travel Voucher must state the intended purpose of the travel had the travel not been canceled.
 - If a cancellation charge relating to an unused airline ticket is being paid, then the original ticket must be attached to the claim.
 - The expenditure object that corresponds with the type of travel expenses for which a cancellation charge is being imposed must be used.

F. REIMBURSEMENTS CONTINGENT ON INCURRENCE OF EXPENSES BY CLAIMANT

1. Reimbursements for Travel Expenses Not Incurred

TVC may not reimburse an employee for a travel expense unless the employee:

- has incurred the expense; and
- is not being reimbursed for the same expense by another agency, a private entity, or another source.

An employee who receives free transportation or lodging in exchange for mileage, points, or other non-monetary credits has not incurred an expense for the purpose of this policy.

2. Travel Expenses Incurred by or on Behalf of Private Persons or Other Employees

TVC may not reimburse an employee for travel expenses incurred by or on behalf of a private person or another state employee unless:

- the private person is in the custody or care of the state; or
- the reimbursements are authorized by these sections:
 - Chapter 1, "Official State Business"
 - Chapter 4, "Travel Between a Residence and an Airport, a Duty Point, or a Place of Employment"
 - Chapter 4, "Parking"
 - Chapter 7, "Employees with Disabilities."

G. SPENDING THE WEEKEND AWAY FROM A DESIGNATED HEADQUARTERS

Division directors may determine whether an employee should remain at the employee's duty point during the weekend or return to the employee's designated headquarters.

1. Returning to a designated headquarters during the weekend

An employee may be reimbursed for a transportation expense incurred while returning to the headquarters and then going back to the duty point after the weekend if the agency determines it is most beneficial for the employee to return to the headquarters.

2. Remaining at a duty point during the weekend

An employee may be reimbursed for weekend travel expenses at the duty point if the agency determines it is most beneficial for the employee to remain at the duty point over the weekend. The reimbursable expenses are limited to the types of expenses the employee incurred on other days while conducting state business.

3. Traveling to a location other than a designated headquarters during the weekend

If an employee is authorized by the reimbursing agency to leave a duty point to travel to a location other than the employee's designated headquarters over the weekend, the employee may be reimbursed for expenses limited to the types of expenses the employee incurred on other days while conducting state business.

H. PACKAGED TRAVEL ARRANGEMENTS

This section applies to a TVC employee who purchases a package of at least two of the following to be used on official state business:

- meals
- lodging
- transportation

- incidentals
- registration fees

If a voucher is submitted to pay or reimburse for a package of travel arrangements, then the voucher must separately state the cost of each type of travel arrangement included in the package. Each type is payable or reimbursable only to the extent it would be payable or reimbursable had it not been included in the package.

This paragraph applies only when a package of travel arrangements includes a registration fee and meals, lodging, or meals and lodging. If the meal or lodging expenses are mandatory, then they are fully reimbursable notwithstanding any maximum reimbursement limit elsewhere in this policy. If the meal or lodging expenses are not mandatory, then they are reimbursable only to the extent they would be reimbursable had they not been packaged with a registration fee.

Voucher Requirements

- Except as provided in next paragraph, a Travel Voucher submitted to pay or reimburse for a package of travel arrangements must separately state the cost of each type of travel arrangement included in the package. In addition, a receipt from the seller of the package and any other receipts received by the state employee who used the package must be attached to the claim. The receipts must be original and complete. A receipt that has been altered by any person or entity other than the provider of the receipt is unacceptable.
- A meal or lodging expense that is packaged with a registration fee is considered part of the registration fee and must be charged to the same expense object as the fee. The expense may not be separately stated.
- If the meal or lodging expense is not mandatory, then the expense must be stated separately from the registration fee and must be charged to the object codes for meals or lodging.

I. DISCOUNT ON TRAVEL EXPENSES

TVC may not reimburse an employee for the value or cost of a discount coupon or any other type of discount on travel expenses if the employee did not pay money to directly obtain the discounts.

A TVC employee pays money to directly obtain a discount only when money is the consideration for the discount. Therefore, if an employee receives a discount as a benefit of making unrelated purchases or conducting unrelated business with the provider of the discount, then the discount is provided free to the employee for the purpose of this section.

If a TVC employee has paid money to directly obtain a discount, then TVC may reimburse the employee for the lesser of:

- the cost of directly obtaining the discount; and
- the amount of the discount; and
- the maximum that may be reimbursed to an employee for the type of travel expense incurred.

Voucher Requirements

The following voucher requirements apply when TVC reimburses an employee for the employee's purchase of a discount on travel expenses.

- The expense object code that corresponds with the type of travel expense covered by the discount must be used.
- An employee must attach an original, complete and unaltered receipt from the seller of the discount to the Travel Voucher. (See Receipt Requirement Section for details.)
- The Travel Voucher must contain a detailed description of the discount program.

J. EXPENSES INCURRED WHILE QUALIFYING FOR DISCOUNT AIRFARES

When a TVC employee stays extra days at a duty point to qualify for a discount airfare, TVC may reimburse the employee for the travel incurred on those days if:

- the amount of the additional travel expenses plus the discount airfare is less than the reference airfare, and
- it is in TVC's interest to allow the employee to be absent from the employee's designated headquarters for the extra days.

TVC may not reimburse an employee for the travel expenses incurred while staying extra days at a duty point if the employee was not incurring the same type of expenses during the other days that the employee was staying at the duty point.

In this section, "reference airfare" means the average coach airfare that a state employee would have incurred had the employee not stayed extra days at a duty point to qualify for a discount airfare, if either the [Texas Procurement and Support Services \(TPASS\)](#) has not contracted with a commercial airline company or TPASS's contracted airfare would not have applied to the employee; or the amount of TPASS's contracted airfare that a state employee would have incurred had the employee not stayed extra days at a duty point to qualify for a discount airfare, if the contract applies to the employee.

In this section of the policy, the extra days may occur before official state business begins or after official state business ends at a duty point and the reference airfare must be based on the airfares in effect on the first day of the extended stay period.

Voucher Requirements

- The Travel Voucher must show that the additional travel expenses incurred while staying extra days at a duty point to qualify for a discount airfare plus the amount of that airfare was less than the reference airfare between the employee's duty point and the employee's designated headquarters.
- The claim must state the reference airfare. If the reference airfare is the average coach airfare then the source used to determine the average coach airfare must be stated.

K. TRAVELING TO A DUTY POINT OR A DESIGNATED HEADQUARTERS WHILE ON PERSONAL LEAVE

Unless otherwise prohibited by this policy, TVC may reimburse an employee for travel related expenses when an employee on personal leave at a location outside the employee's designated headquarters is required to by TVC to travel to a duty point other than headquarters or to the employee's designated headquarters. However, the reimbursement may not exceed the lesser of:

- the amount allowable for travel expenses actually incurred while traveling to the duty point or headquarters; and
- the amount of travel expenses that would have been incurred had the employee traveled from the employee's designated headquarters directly to the duty point.

This subsection does not apply to:

- travel from an employee's residence to a duty point; or
- travel to a designated headquarters that a reasonable person would have foreseen as necessary before the employee went on personal leave at a location outside the employee's designated headquarters.

Voucher Requirements

- The Travel Voucher must state that TVC required the employee to travel to the duty point or return to headquarters.

L. LOST OR STOLEN TICKETS OR SIMILAR ITEMS

TVC may reimburse an employee for a lost or stolen transportation ticket (i.e. airfare, bus, and shuttle) or equivalent item only if the agency determines that the loss or theft occurred despite the employee's exercise of reasonable care to safeguard it.

If TVC pays or reimburses for a ticket or similar item that is subsequently lost or stolen because of an employee's failure to exercise reasonable care to safeguard it, then the employee is liable to TVC for its value.

Voucher Requirements

- A Travel Voucher submitted to reimburse an employee for a lost or stolen ticket or its equivalent item must state that the employee exercised reasonable care to safeguard it. The employee's supervisor or division director must sign the statement.
- If this pertains to a board member, then the board's presiding officer must sign the statement. If the board member is the presiding officer, then the Executive Director must sign the statement.

M. TRAINING SEMINARS CONDUCTED BY TVC FOR TVC EMPLOYEES

TVC may not pay or reimburse an employee for a travel expense associated with a training seminar conducted by the agency for its employees unless the Executive Director or the designee certifies on the Travel Voucher or other expense reimbursement form that TVC:

- does not possess interactive television or video conference facilities at the designated headquarters of the employees attending the seminar; and
- cannot purchase or lease those facilities at a cost less than the total travel

expenses associated with the seminar; and

- does not have access to another agency's facilities at the same location.

III. MEALS AND LODGING EXPENSES

As of November 1, 2013, TVC increased the agency per diem rate limitation from \$46 to \$56 for travel within the State of Texas. This means that, for in-state travel, reimbursement amounts to either the per diem rate established by the General Services Administration (GSA) of the federal government (<http://www.gsa.gov/portal/category/100120>) or \$56, whichever is lower. An overnight stay is required in order to claim per diem. TVC employees will receive full per diem for their travel days as established by GSA. Per Diem for out of state travel will continue to be reimbursed as provided by the GSA rate for that city.

Meal and lodging rates for in-state and out-of-state travel within the continental United States are based on the [U.S. General Services Administration \(GSA\) Per Diem Rates](#). If the list does not specifically list a duty point, then the maximum rate for the county in which the duty point is located applies. If the list does not include the duty point or the county, then the standard GSA rate will apply.

For travel out of the continental United States, the reimbursement rate is based on actual expenses. When paying in foreign currencies, receipts must be converted to United State dollars.

For a complete list of approved travel reimbursement rates, link to the [Textravel](#) website or directly to the [U.S. General Services Administration Per Diem Rates](#).

Note: [GSA Federal Meal and Lodging Rates](#) could change for the next federal fiscal year. As the federal government's fiscal year begins Oct. 1 and ends Sept. 30, make sure to observe the correct fiscal year when applying meal and lodging rates.

A. PROHIBITED REIMBURSEMENTS

1. Meal expenses incurred within a designated headquarters

Except as provided in the next paragraph, TVC may not reimburse an employee for meal expenses incurred within that employee's designated headquarters, even if incurred while an employee is traveling to or from a duty point outside the headquarters.

Exception: TVC may reimburse an employee for meal expenses incurred within that employee's designated headquarters if the expenses are mandatory and connected with training, a seminar, or a conference. Such a reimbursement may be made without regard to whether or not lodging was obtained and will be paid with the training fee.

Voucher Requirements

If a Travel Voucher is submitted to reimburse an employee for meal expenses incurred within that employee's designated headquarters, then the claim will be processed only if it contains a determination by the sponsor of the training, seminar, or conference that the meal was mandatory and connected with the training, seminar or conference.

The determination may be in the form of a Registration fee receipt that includes the meal as part of the registration, or advertisement from the sponsor, etc.

2. Meal expenses incurred while absent from duty for personal reasons

A reimbursement to an employee for meal expenses may not include any expenses incurred while an employee is absent from duty for personal reasons. However, an employee who conducts any official state business during a day is eligible for reimbursement of the meal expenses incurred on that day, regardless of when the absence from duty begins or ends during the day. Personal reason includes an illness, a family emergency, the breakdown of a personally owned or leased motor vehicle, and any occurrence not connected with an employee's official duties.

3. Lodging expenses incurred within a designated headquarters

TVC may not reimburse an employee for lodging expenses incurred within that employee's designated headquarters unless the following exception occurs.

Exception: TVC may reimburse an employee for lodging expenses incurred within that employee's designated headquarters if they are mandatory and connected with training, a seminar, or a conference.

Voucher Requirements

If a Travel Voucher is submitted to reimburse or pay lodging expenses incurred by an employee within that employee's designated headquarters, then the claim will be processed only if it contains a determination by the sponsor of the training, seminar, or conference that the meal was mandatory and connected with the training, seminar or conference. The determination may be in the form of a Registration fee receipt that includes the meal as part of the registration, or advertisement from the sponsor, etc.

4. Lodging expenses incurred at a location other than commercial lodging establishments

TVC may not reimburse an employee for lodging expenses incurred at a location other than a commercial lodging establishment.

5. Lodging expenses incurred while absent from duty for personal reasons

A reimbursement to an employee for lodging expenses may not include any expenses incurred while an employee is absent from duty for personal reasons. However, an employee who conducts any official state business during a day is eligible for reimbursement of the lodging expenses incurred on that day, regardless of when the absence from duty begins or ends during the day. Personal reason includes an illness, a family emergency, the breakdown of a personally owned motor vehicle, and any occurrence not connected with an employee's official duties.

6. Alcoholic beverages

The funds appropriated by the [General Appropriations Act](#) for travel expenses may not be used to purchase or reimburse an employee for the purchase of an alcoholic beverage.

B. NON- OVERNIGHT TRAVEL

Meal expenses for travel that does not include overnight lodging are not reimbursable unless the traveler receives special approval by the Executive Director (ED).

There are circumstances which may merit the reimbursement of meal expenses for certain employees who are away from their headquarters for the workday but do not stay away overnight. To be eligible the traveler's division director must obtain written approval from the ED.

The meal expense is only reimbursable if the employee is outside of his or her designated headquarters for at least six consecutive hours.

Per the [Internal Revenue Service](#), meal reimbursement for non-overnight travel is considered income to the traveler and will be subject to tax withholding. To accommodate this process, all meal reimbursements for non-overnight travel will be paid once a month through payroll and will be reported on the employee's W-2 tax form at year-end.

Voucher Requirements

Employees requesting meal reimbursement for non-overnight travel must show approval from ED to be eligible. Employees must indicate exact time away from headquarters to ensure it meets qualification above. If the employee travels frequently throughout the month, the employee should consolidate all meal reimbursements for the month on one voucher.

C. OVERNIGHT TRAVEL

1. Meal expenses

TVC may reimburse an employee for actual meal expenses incurred on a day that an employee conducts official state business at a duty point located outside that employee's designated headquarters. However, meal expenses are not reimbursable if this chapter or any chapter of this policy prohibits the reimbursement.

If meal expenses are reimbursable, the reimbursement for the actual expenses may not exceed the maximum allowable meal rate as established on the [Textravel](#) website.

Tips or gratuities paid in conjunction with meal expenses are generally not reimbursable. However, a "mandatory" service charge may only be reimbursed if the service charge is imposed by an establishment and cannot be refused by the customer. This charge will be paid as an incidental expense and is not considered part of the meal expense.

Employees may be required by their supervisor to submit receipts for approval.

Meal expenses incurred while traveling to and staying at a duty point one day before and after official state business occurs at the duty point are reimbursable. Meal

expenses incurred while traveling to and staying at a duty point more than one day before and after official state business occurs at the duty point are not reimbursable unless:

- the expenses are incurred to qualify for a discount airfare according to chapter two, the subsection entitled "[Expenses Incurred While Qualifying for Discount Airfares](#)" or
- Traveling to the duty point reasonably requires more than one day and the expenses are reimbursable under Chapter three, the section entitled, "[Multi-day Travel to or from a Duty Point](#)."

2. Lodging expenses

TVC may reimburse an employee for lodging expenses incurred on a day that an employee conducts official state business at a duty point located outside that employee's designated headquarters. However, lodging expenses are not reimbursable if this chapter or any other chapter of this policy prohibits the reimbursement.

If lodging expenses are reimbursable, the reimbursement per day, per commercial lodging establishment may not exceed the rate specified on the [Texttravel](#) website for the duty point for that day unless:

- an employee has increased the rate under the subsection entitled, "[Increasing the Maximum Lodging Reimbursement Rate](#)" of this section; or
- a rate for a different location applies under the subsection entitled, "[Inability to obtain reasonable lodging in a duty point](#)" of this section.

Lodging expenses incurred at a duty point one night before and after official state business occurs at the duty point are reimbursable. Lodging expenses incurred at a duty point more than one night before and after official state business begins at the duty point are not reimbursable unless:

- the expenses are incurred to qualify for a discount airfare according to Chapter two, the subsection entitled "[Expenses Incurred While Qualifying for Discount Airfares](#)" or
- Traveling to the duty point reasonably requires more than one day and the expenses are reimbursable under Chapter three, the section entitled "[Multi-day Travel to or from a Duty Point](#)."

3. Increasing the Maximum Lodging Reimbursement Rate

An employee may reduce the maximum meal reimbursement rate for a duty point and use the reduction to increase the maximum lodging reimbursement rate for the duty point while traveling within the continental United States.

An employee may also request approval for a higher lodging reimbursement rate. Local conditions may necessitate an increase for a particular location. This determination may be justified by the unavailability of safe lodging, a decreased total cost, or another documented business reason. The employee must receive approval from the executive director or designee prior to traveling using the [Request to Increase Maximum Lodging Rate Form](#). The employee will include the form with the travel voucher or direct bill form.

4. Inability to Obtain Reasonable Lodging in a Duty Point

This subsection applies when an employee obtains lodging outside the duty point because an employee is unable to obtain reasonable lodging within the duty point. If the meal expenses incurred on the day the lodging is obtained are reimbursable, the meal expenses reimbursement for the day may not exceed the greater of:

- the maximum meal reimbursement rate for the employee's duty point; and
- the maximum meal reimbursement rate for the location where the lodging is obtained.

If the lodging expenses are reimbursable, the reimbursement may not exceed the maximum lodging reimbursement rate for the location where the lodging is obtained.

5. Voucher Requirements

- An employee must attach to the Travel Voucher a lodging receipt that complies with Chapter III, Section (G) entitled "[Receipt Requirements](#)."
- The Travel Voucher must include a daily itemization of the meal and lodging expenses incurred.
- The Travel Voucher must include a list of the cities to which the employee traveled and a copy of the applicable [Per Diem rates](#) for each.
- The Travel Voucher must state that an employee was unable to obtain reasonable lodging in the duty point if applicable (per subsection 5 above)
- If an employee obtained lodging outside that employee's duty point and the employee does not want the applicable maximum meal and lodging reimbursement rates to be the rates for the duty point, then the Travel Voucher must state that the employee was unable to obtain reasonable lodging in the duty point.
- A copy of the Executive Director approval must be attached to the Travel Voucher. For more information, see Chapter 2 entitled "Provisions Applicable to All Types of Travel Expense."
- If travel expenses have been converted from a foreign currency, the Travel Voucher must specify the exchange rate used for the conversion.

D. TRAVEL TO MULTIPLE DUTY POINTS WITHOUT AN INTERMEDIATE RETURN TO A DESIGNATED HEADQUARTERS

This section applies when an employee travels to more than one duty point outside that employee's designated headquarters without an intermediate return to the headquarters.

1. Meal expenses for overnight travel

If an employee travels to more than one duty point on the same day, then the maximum meal reimbursement for the day is equal to the highest of the maximum rates for the duty points visited. This conclusion is valid even if all meals are purchased in duty point B or C.

If an employee travels to a duty point during a calendar day and a different duty point the next calendar day, then:

- the maximum meal reimbursement for the first day is equal to the maximum meal reimbursement rate for the duty point visited on the first day; and
- the maximum meal reimbursement for the second day is equal to the maximum meal reimbursement rate for the duty point visited on the second day.

2. Lodging expenses

If an employee travels to more than one duty point on the same day, then the maximum lodging reimbursement for the day is equal to the maximum lodging reimbursement rate for the last duty point visited.

If an employee travels to a duty point during a calendar day and a different duty point the next calendar day, then:

- the maximum lodging reimbursement for the first day is equal to the maximum lodging reimbursement rate for the duty point visited on the first day; and
- the maximum lodging reimbursement for the second day is equal to the maximum lodging reimbursement rate for the duty point visited on the second day.

3. Inability to obtain reasonable lodging in the last duty point

This subsection applies when an employee obtains lodging outside that employee's last duty point of the day because an employee is unable to obtain reasonable lodging in the duty point. If the meal expenses are reimbursable, the reimbursement may not exceed the greater of:

- the maximum meal reimbursement rate for each duty point visited by an employee during the day that the lodging is obtained; and
- the maximum meal reimbursement rate for the location where the lodging is obtained.

If the lodging expenses are reimbursable, the reimbursement may not exceed the maximum lodging reimbursement rate for the location where the lodging is obtained.

E. MULTI-DAY TRAVEL TO OR FROM A DUTY POINT**1. Travel to a duty point**

This subsection applies when an employee's traveling to a duty point reasonably requires more than one day. The maximum that TVC may reimburse an employee for meal expenses incurred during a day is equal to the maximum meal reimbursement rate for the location in which lodging is obtained on that day. If lodging is not obtained on that day, then the maximum reimbursement is equal to the maximum rate for the location in which lodging is first obtained after that day.

The maximum per commercial lodging establishment that TVC may reimburse an employee for lodging expenses incurred on a day is equal to the maximum lodging reimbursement rate for the location in which lodging is obtained.

2. Travel to a designated headquarters

This subsection applies when an employee's traveling to that employee's designated headquarters reasonably requires more than one day. The maximum that TVC may reimburse an employee for meal expenses incurred during a day is equal to the maximum meal reimbursement rate for the location in which lodging is obtained on that day. If lodging is not obtained on that day because the employee reaches his or her designated headquarters, then the maximum reimbursement is equal to the maximum rate for the location in which lodging was last obtained.

The maximum per commercial lodging establishment that TVC may reimburse an employee for lodging expenses incurred on a day is equal to the maximum lodging reimbursement rate for the location in which lodging is obtained.

F. SHARING LODGING

1. Each person sharing lodging is a state employee

If two or more persons share lodging and each of those persons is a state employee, they are each entitled to be reimbursed for their share of the lodging expense not to exceed the maximum lodging rate established for the duty point to which an employee traveled.

For example, if two state employees share lodging in Texas and the total cost of the lodging were \$100, then each employee would be entitled to receive a lodging reimbursement of \$50. Each employee will enter \$50 for lodging expenses on page 3 of the travel voucher. Each employee will include the lodging receipt, which includes both employees' names and two separate payment transactions.

2. One or more of the persons sharing lodging is not an employee

If only one of the persons sharing lodging is a state employee, then the amount that TVC may reimburse an employee for lodging expenses incurred each day is the lesser of:

- the room rate for a single occupancy; or
- the applicable maximum lodging rate.

If at least two of the persons sharing lodging are TVC employees, then the amount that TVC may reimburse each employee for lodging expenses incurred each day per [commercial lodging establishment](#) is the lesser of:

- the difference between the total cost of the lodging and the additional person charges, if any, for the non-employees sharing the lodging divided by the number of employees sharing lodging; or
- the applicable maximum lodging rate.

G. RECEIPT REQUIREMENTS

1. Meal receipts

TVC employees may submit meal receipts for review by their immediate supervisor as part of the travel reimbursement approval process. These receipts are not required with the travel voucher

2. Lodging receipts

Except where specifically provided otherwise in this policy, an employee or board member **may not** receive reimbursement of lodging expenses unless the appropriate lodging receipt from the commercial lodging establishment is attached to that employee's or member's travel reimbursement claim. The lodging receipt must be **original and complete**. Refer to the [Receipt Requirement Section](#) for exceptions.

H. HOTEL OCCUPANCY TAXES

Except as described in the following paragraphs of this subsection, an employee traveling on official state business **is not** exempt from paying a state, county, or municipal hotel occupancy tax collected by a commercial lodging establishment. TVC may reimburse an employee for the tax as an incidental expense. The tax **is not** classified as a lodging expense for the purpose of the maximum reimbursement rate for those expenses.

TVC may reimburse an employee traveling outside Texas for that employee's required payment of hotel occupancy or similar taxes.

TVC may not reimburse an employee traveling outside Texas for a hotel occupancy or similar tax that may be rebated or refunded to that employee if the agency requires the employee to claim the rebate or refund.

A state employee must be reimbursed for a hotel occupancy or similar tax from which the employee is legally exempt, but only if the employee properly claims the exemption and the commercial lodging establishment refuses to honor it.

Maximum reimbursement

Hotel occupancy taxes are reimbursed as a percentage of the maximum allowable lodging rate. See maximum rates section below.

If an employee may be reimbursed for the payment of a hotel occupancy or similar tax, the following calculations for the tax reimbursement must be used.

If the tax is calculated as a percentage of the lodging rate, then the reimbursement may not exceed the percentage multiplied by the maximum that may be reimbursed to an employee for lodging expenses. If an employee increases the lodging rate when traveling outside Texas then the amount of the reimbursement is equal to the tax percentage multiplied by the maximum that may be reimbursed to the employee for lodging expenses as increased.

For example, Rita a state employee decides to stay at a hotel that costs \$100 per night. The employee is limited to the maximum lodging reimbursement rate, which is \$85 per night, but she wants to pay the \$15 out-of-pocket to stay at a different hotel. When she checks out of the hotel, she is charged a six percent hotel occupancy tax on the \$100 room rate totaling \$6. Rita is only able to claim reimbursement for six percent of the \$85 maximum rate totaling, \$5.10. Therefore, she will pay \$.90 of the tax out-of-pocket.

If the tax **is not** calculated as a percentage of the lodging rate but is based in part on the lodging rate, then the reimbursement **may not** exceed the tax that would be due had the lodging expenses not exceeded the maximum lodging reimbursement rate.

For example, a city assesses a hotel occupancy tax on lodging only if the cost of the lodging exceeds \$100 per day. The tax is \$15, regardless of the amount by which the lodging cost exceeds \$100 per day. The maximum lodging reimbursement rate for the city is \$80 per day. Under these facts, the \$15 tax **is not** reimbursable.

If the tax **is not** based on the lodging rate in any respect, then the full amount of the tax

is reimbursable regardless of the cost of the lodging. For more information refer to the section entitled "[Increasing the Maximum Lodging Reimbursement Rate](#)" in this chapter.

Voucher Requirements

- The receipt from the commercial lodging establishment must itemize the hotel occupancy or similar tax that the state employee paid to the establishment.
- Specific expense objects must be used for certain locations. Please refer to the list of travel object codes on the [Textravel Website](#).

I. EXCEPTIONS TO RATE LIMITS

1. Certain Key Officials

When travel involves an overnight stay outside the designated headquarters, the key officials may be reimbursed for actual meal and lodging expenses not to exceed

twice the amount allowed to a regular state employee. For the context of this provision, key officials is defined as head of agency or elected officials.

2. Representing the Governor

The governor may designate one or more employees to represent the state at a governmental meeting or conference held outside Texas. The designated employees may be reimbursed for the actual meal and lodging expenses incurred while attending the meeting or conference not to exceed twice the maximum amount allowed for regular state employee travel. The reimbursement may be paid out of the appropriations for the state agencies at which the employees are employed.

3. Representing Legislators or Certain Officials

The Executive Director of TVC or a board member may designate one state officer or employee to represent the person in his/her absence at the meeting or conference. The designated employee may receive reimbursement of actual expenses for meals and lodging expenses incurred while attending and participating in the meeting or conference, not to exceed twice the maximum amount allowed for regular state employee travel. The designations must occur on a trip-by-trip basis.

4. Traveling with Legislators or Certain Officials

The Executive Director of TVC or a board member may authorize employees traveling with them to receive reimbursement of their actual expenses for meals and lodging. If a state employee who travels with the ED or board member is being reimbursed for meal and lodging expenses incurred inside the continental United States, then the maximum amount of that reimbursement is equal to twice the amount that would normally be reimbursable for regular state employee travel.

The reimbursement allowance above may be paid even if the itineraries for the person authorizing the reimbursement and an employee receiving the reimbursement are not identical. For example, it is unnecessary for them to fly to the duty point on the same flight.

Voucher Requirements

- The title of the certain key official must be included on the reimbursement claim.
- A copy of the letter from the person designating the employee to represent or

authorizing the employee to accompany the person at the meeting or conference must be attached to the designated employee's travel voucher. The letter must have been written before the travel occurred and must indicate the approximate cost of the travel.

J. DIRECT PAYMENT OF LODGING EXPENSES

TVC may request a commercial lodging establishment to bill the agency directly for the **lodging expenses only** incurred by an employee who stays at the establishment. TVC may directly pay a credit card issuer or travel agency for those expenses.

Applicable hotel occupancy taxes may be included in the direct payment.

The amount of TVC's direct payment **may not** exceed the amount that would have been reimbursed had the agency decided not to pay directly. If the rate exceeds the amount allowable, the employee **must not use** the direct bill option but pay with credit card or personal funds.

Notwithstanding anything in this section, TVC **may not** directly pay lodging expenses if any other chapter in this policy would prohibit TVC from reimbursing an employee for those expenses.

Voucher Requirements

- A lodging receipt and the Hotel Direct Bill Form must be submitted.
- The Travel Voucher must contain a brief statement identifying the location to which the state employee traveled and the nature of the official state business conducted at the location.
- When necessary, the persons contacted and the benefit that the state gained from the travel must be stated.
- The name and designated headquarters of an employee who stayed at the establishment must be included on the voucher. In addition, the claim must state the single room rate.
- The same object codes and receipt requirements that must be used when TVC reimburses an employee for lodging expenses must be used when TVC directly pays a commercial lodging establishment.

K. ESTABLISHING DIRECT BILLING FOR LODGING

1. Contact the TVC Administration and Training Supervisor and request to have a direct bill account established. The hotel may require completion of an account set up form and/or authorization for credit card use.
2. Send hotel's account set up form and authorization form to Payment Processing for completion.
 - Authorization allows the hotel to process payment without the cardholder being present.
 - Authorization should limit the use of the card to room charge and taxes only.
 - Authorization may require a copy of the cardholder's identification and the credit card itself.

3. Make reservations.
4. A hold will be placed on the card for the expected expense. The actual expense will not be assessed until the employee checks out.

For questions concerning setting up a direct bill account for lodging contact the Administration and Training Supervisor.

IV. MILEAGE, PARKING AND TOLLS

A. MILEAGE, PARKING AND TOLLS

TVC may reimburse an employee for the mileage incurred during the employee's use of a personally owned or leased motor vehicle. With the exceptions of tolls and parking expenses, a mileage reimbursement to an employee is inclusive of all expenses associated with the employee's operation of a personally owned or leased motor vehicle.

The amount of a mileage reimbursement **may not** exceed the product of:

- the number of miles traveled as limited by this policy; and
- the applicable mileage rate (\$0.56 per mile as of January 1, 2014)

Except as otherwise provided in this paragraph, TVC **may not** reimburse an employee for mileage incurred while operating a rented motor vehicle unless the rental cost is based wholly or in part on a per mile charge. If the rental cost is based wholly or in part on a per mile charge, then the employee may receive full reimbursement for the per mile charge even if it exceeds the mileage rate.

Notwithstanding anything in this section, TVC **may not** reimburse an employee for mileage if any other chapter prohibits the reimbursement, i.e. Vehicle Pool.

B. MILEAGE RATE AND CALCULATION OF MILES

The distance between two locations as listed in the electronic online mapping service is the maximum number of miles for which an employee may be reimbursed when traveling between those locations or point-to-point itemization calculated from the employee's odometer.

The number of reimbursable miles traveled by an employee may not exceed the number of miles of the most cost-effective reasonably safe route between the origin of the employee's travel and the employee's final destination. The shortest route is presumed to be the most cost-effective route.

If an employee conducts official state business at duty points between the origin of the travel and the final duty point, the most cost effective reasonably safe route including the intermediate duty points are reimbursable. The TVC executive director or designee may authorize reimbursement of a longer route if that route is deemed more cost effective.

In determining the most cost effective reasonably safe route from the origin of travel and the final duty point, an employee should consider:

- the route that provides the shortest distance; or
- the route that provides the quickest drive time; and,
- the route that provides the safest road conditions.

Mileage must be computed by using the shortest route between points or a route that is deemed more cost effective. Farm to market and ranch to market roads must be used if they are on the shortest route between points. Of course, if mileage incurred is less than the distance listed in the electronic online mapping service, then a reimbursement for the mileage is limited to the mileage incurred.

The increased number of miles incurred because an employee is lost or receives inaccurate directions may not be included in the calculation of a mileage reimbursement.

1. **Calculating Using Electronic Online Mapping Service**

The distance between two locations as listed in the electronic online mapping service is the maximum number of miles for which an employee may be reimbursed when traveling between those locations.

The electronic online mapping service used by the TVC is [MapQuest](#).

The number of miles of the shortest or most cost-effective reasonably safe route between two points, when one or both are not listed in the electronic online mapping service, is the number of miles between those points as calculated from the employee's odometer.

If an employee conducts official state business at duty points between the origin of the travel and the final duty point, the most cost effective reasonably safe route including the intermediate duty points are reimbursable. The DMV executive director or designee may authorize reimbursement of a longer route if that route is deemed more cost effective.

The distance between two locations as listed in the electronic online mapping service **is not** the maximum if:

- one or both of the locations are not used by the electronic online mapping service as a point for measuring distances; and
- the mileage claimed is itemized on a point by point basis, "point" meaning "duty point."

The requirement to itemize mileage on a point by point basis **does not** necessarily mean that the center point of a municipality must be used as one of the points. The actual place where the employee traveled must be used when itemizing mileage point by point.

2. Calculating Using Odometer Reading

An employee's odometer is used to determine the number of miles of the shortest or most cost-effective reasonably safe route between points. Those miles are not reimbursable unless the employee properly itemizes the mileage on a point-to-point basis. The itemization must be sufficiently detailed for TVC reimbursing the mileage to verify that number, if TVC wanted to do so. For the purpose of this paragraph, "point" means a building, house, highway intersection, or other similarly- localized spot.

Voucher Requirements

- The employee must state on the Travel Voucher that travel was by a personally owned or leased motor vehicle.
- All mileage must be itemized on a point-to-point basis and travel locations must be identified on the Travel Voucher.
- If the employee is using the electronic online mapping service to determine the number of miles, a print out from the mapping service documenting mileage must be attached to voucher.
- If the employee's odometer is used to determine the number of miles of the shortest or most cost effective reasonably safe route between points, then the Travel Voucher must include a mileage itemization that complies with this section. <https://fmx.cpa.state.tx.us/fmx/travel/texttravel/trans/personal.php>

C. COORDINATION OF TRAVEL ("FOUR-PER-CAR RULE")

In this section, "coordination of travel" means employees traveling together in one personally owned or leased motor vehicle.

Coordination of travel must occur when two to four employees:

- are employed by the same agency; and
- are traveling from the same place of employment to the same duty point at the same time; and
- are traveling on the same official state business; and
- are traveling in a personally owned or leased motor vehicle.

When coordination of travel is required, TVC may reimburse only one of the four employees riding in the personally owned or leased motor vehicle for mileage to the duty point.

Exceptions

Mileage incurred by an employee to meet at a location or pick up other employees to coordinate travel to the duty point may be reimbursed, subject to the limitations in the section entitled "[Travel Between a Residence and an Airport, a Duty Point, or a Place of Employment](#)" and the subsection, "[Travel Between a Residence and a Duty Point](#)".

For the purpose of this section:

- the location where state employees meet to coordinate travel is their duty point; and
- the locations where a state employee picks up other state employees to coordinate travel are the employee's duty points.

Notwithstanding the preceding paragraphs, coordination of travel **is not** required if the Executive Director of TVC determines in advance of travel that coordination of travel is infeasible. That determination may be made only if the infeasibility is caused by factors relating to official state business. Determinations may be made only on a trip-by-trip basis.

The following example illustrates this section.

Example: The place of employment of four employees who work for the same agency is in San Antonio. The agency instructs the employees to travel on the same official state business to Houston, at the same time. Each of the employees decides to take their spouse with them to Houston. A total of four personally owned motor vehicles are taken by the employees to Houston. Under these facts, the agency may reimburse only one of the four employees for mileage, and a determination in advance of travel that coordination of travel is infeasible will not be accepted.

Voucher Requirements

Executive Director approval required for reimbursement of mileage to two or more employees must be included with the employee's travel voucher. It must be documented that coordination was infeasible.

D. TRAVEL OUTSIDE TEXAS

TVC may reimburse an employee for mileage when the employee uses a personally owned or leased motor vehicle to travel to and from a duty point outside Texas, including a duty point in a foreign country. The mileage reimbursement must be equal to the actual miles traveled between the employee's designated headquarters and the duty point multiplied by the mileage rate, subject to the limitations specified in this section.

When deciding whether to authorize an employee under this section, TVC shall consider its duty to conserve funds as discussed in Chapter 1, Section 6.

1. Duty Points Served by Commercial Airlines

A mileage reimbursement for travel to and from a duty point that is served by commercial airlines **may not** exceed the lesser of:

- the reimbursement that the employee would have received had the employee flown, which is equal to the average coach airfare (including baggage fees, taxes, security surcharges, and facilities fees) plus the expenses necessary to complete the flight; and
- the actual miles to and from the duty point multiplied by the mileage rate.

2. Duty Points Not Served by Commercial Airlines

A mileage reimbursement for travel to and from a duty point that **is not** served by a commercial airline **may not** exceed the sum of:

- the average coach airfare (including baggage fees, taxes, security surcharges, and facilities fees) to the locale served by a commercial airline that is closest to the duty point; and
- the number of miles between the locale and the duty point multiplied by the mileage rate; and
- the expenses necessary to complete the flight.

"Expenses necessary to complete the flight" means the sum of:

- the number of miles between the employee's place of employment and the airport multiplied by the mileage rate; and
- necessary and reasonable expenses that would have been incurred at the airport had the employee flown, including parking fees.

3. Exception for Group Travel

This subsection applies when at least two employees travel together to and from a duty point outside Texas in a personally owned or leased motor vehicle.

The mileage reimbursement to the owner or lessee of the motor vehicle is equal to the lesser of:

- the mileage rate multiplied by the number of miles between the place of employment of the owner or lessee and the employees' duty point; and
- the total cost had each employee flown to the duty point, using the average coach airfare, and all necessary expenses to complete the flight.

4. Voucher Requirements

- The employee must state on the Travel Voucher that travel was by a personally owned or leased motor vehicle.
- All mileage must be itemized on a point-to-point basis.
- If the subsection, "[Travel between a Residence and a Place of Employment](#)," of this section applies to a mileage reimbursement claim, then the claim must show how the claimed reimbursement **does not** exceed the subsection's limit on the reimbursement. The average coach airfare for the duty point as of the date the travel began must be stated. The source used to determine the average coach airfare must also be stated.

E. TRAVEL BETWEEN A RESIDENCE AND AN AIRPORT, A DUTY POINT, OR A PLACE OF EMPLOYMENT

1. Travel Between a Residence and an Airport

When an employee travels between the employee's residence and the nearest airport, TVC may reimburse the employee for the employee's actual mileage at the mileage rate. Mileage reimbursement shall be the lesser of the distance between the employee's residence and the airport or their place of employment and the airport.

For travel during non-working hours, including weekends and non-optional holidays, the distance shall be calculated from the employee's residence to the airport. The starting time of the travel determines whether travel occurs during working hours or "nonworking hours."

TVC may reimburse an employee for the mileage incurred by another person while transporting the employee between the employee's residence and the nearest airport. However, the reimbursement **may not** exceed the reimbursement that would be paid if the employee had parked a personally owned or leased motor vehicle at the airport.

This subsection applies only when the purpose of traveling between a residence and the nearest airport is to catch or disembark from a flight.

Voucher Requirements

- The employee must state on the reimbursement claim whether the travel was by a personally owned or leased motor vehicle.
- Supporting documentation for mileage reimbursement must list if the employee is claiming mileage from the employee's residence or from their place of employment. If claiming from residence, employee must document travel was during non-working hours.
- The day and starting time of the travel must be included on the voucher.
- If an employee claims reimbursement for the mileage incurred by another person while transporting the employee between the employee's residence and the airport, the cost of parking at the airport that would have been incurred had the employee transported himself or herself must be shown on the claim.

2. Travel between a Residence and a Duty Point

Except as otherwise restricted by this subsection, TVC may reimburse an employee who travels between the employee's residence and the employee's duty point for mileage.

If the travel occurs during working hours, the reimbursement **may not** exceed the reimbursement that would be paid had the employee traveled between the employee's place of employment and the duty point.

If the travel occurs before working hours on a workday, the reimbursement **may not** exceed the reimbursement that would be paid had the employee traveled between the employee's place of employment and the duty point. However, the preceding limitation **does not** apply if the employee is required to travel because of an unforeseen emergency that is related to official state business.

For travel on weekends and non-optional holidays, the distance shall be calculated from the employee's residence to the duty point.

The starting time of the travel determines whether travel occurs during working hours or "non-working hours."

For travel from a duty point to a residence, whether travel occurs during working or non-working hours, mileage reimbursement shall be the lesser of the distance between the employee's duty point and the employee's residence or the duty point and their place of employment.

In this subsection, "duty point" includes an airport if the purpose of traveling between a residence and the airport **is not** to catch or disembark from a flight.

Voucher Requirements

- When an employee claims a mileage reimbursement for travel that occurred before working hours on a work day and the reimbursement exceeds the amount that would be reimbursed had the employee traveled between the employee's place of employment and the duty point, a statement explaining the unforeseen emergency must be included on the Travel Voucher.
- The employee must state on the Travel Voucher whether the travel occurred during the employee's working hours.
- The day and starting time of the travel must be included on the claim.
- If an employee's mileage reimbursement claim is for the miles traveled between the employee's residence and duty point and if the travel occurred during working hours or before working hours on a work day, then the claim must state that the employee's residence is closer to the duty point than the employee's place of employment.

3. Travel between a Residence and a Place of Employment

TVC may not reimburse an employee for mileage when the employee travels between the employee's residence and the employee's place of employment unless:

- an extraordinary circumstance necessitates the travel; and
- the travel occurs during non-working hours.

"Extraordinary circumstance" means an event that threatens the public health or safety; or has caused or threatens to cause damage to public property.

The starting time of the travel determines whether the travel occurs during non-working hours.

Voucher Requirements

The Travel Voucher must state that the travel occurred during non-working hours and must include a description of the extraordinary circumstance requiring the travel and specify the employee's normal working hours.

F. MILEAGE INCURRED WHILE OBTAINING MEALS

1. Meal Obtained in a Duty Point

This subsection applies only when an employee obtains a meal in the employee's duty point.

TVC may reimburse the employee for the mileage incurred while obtaining the meal if the meal expense is reimbursable. When determining whether a meal expense is reimbursable under this subsection, the maximum meal reimbursement per day is ignored.

2. Meal Obtained Outside a Duty Point

This subsection applies only when an employee obtains a meal outside the employee's duty point.

TVC may reimburse the employee for the mileage incurred to the boundary of the duty point while obtaining the meal if the meal expense is reimbursable. When determining whether a meal expense is reimbursable under this subsection, the maximum meal reimbursement per day is ignored.

G. MILEAGE INCURRED WHILE OBTAINING LODGING

1. Lodging Obtained in a Duty Point

This subsection applies only when an employee obtains lodging in the employee's duty point.

TVC may reimburse the employee for the mileage incurred while obtaining the lodging if the lodging expense is reimbursable.

When determining whether a lodging expense is reimbursable under this subsection the maximum lodging reimbursement per day, per commercial lodging must be ignored; and the principle that no lodging expenses are reimbursable when none is incurred must also be ignored.

2. Lodging Obtained Outside a Duty Point

An employee may be reimbursed for mileage incurred to obtain lodging outside the employee's duty point if satisfactory lodging is unavailable at the duty point.

An employee also may be reimbursed for such mileage if:

- The employee does not submit a claim for reimbursement of lodging expenses (lodging provided by family, friend, etc.),
- The reimbursement amount for mileage incurred is less than the cost that would have been incurred if lodging had been obtained at the duty point, and
- The distance involved does not negatively impact the employee's work time at the duty point.

H. PARKING

Except as otherwise provided by this section, TVC may reimburse an employee for the parking expenses incurred when the employee travels in a state owned motor vehicle, a personally owned or leased motor vehicle, or a rented motor vehicle if the employee is traveling on official state business and the parking fee is associated with that business.

A parking expense incurred by a person while dropping off or picking up an employee at the airport is reimbursable.

Voucher Requirements

The Travel Voucher must list each day during which a parking expense was incurred and must list the amount of the expense that was incurred each day. If the amount was the same for each day, then listing the amount only once satisfies the requirement. The listing of a range of days satisfies this requirement.

Unless required by specific region or division policy, receipts for parking are preferred; otherwise, an itemized description, as required above, is appropriate.

I. TOLLS

Except as otherwise provided by this policy, TVC may reimburse an employee for tolls paid when the employee travels in a personally owned or leased motor vehicle, a rented motor vehicle, or a state owned or leased motor vehicle. Employees traveling outside of their headquarters will be reimbursed for tolls that may have been incurred in the city where they conducted business.

TVC **may not** reimburse an employee for tolls paid:

- while operating a personally owned or leased motor vehicle if the mileage incurred while engaged in that travel is not reimbursable; or
- while operating a rented motor vehicle if the rental cost is not reimbursable; or
- while using a rented motor vehicle to obtain a meal within the employee's designated headquarters; or
- while traveling within their own headquarters to do business or while traveling to a destination outside of their headquarters.

V. TRAVEL BY RENTED OR PUBLIC CONVEYANCE

A. COMMERCIAL AIRLINE TRANSPORTATION

Unless prohibited by any other chapter in this policy, TVC may reimburse an employee for the actual cost of commercial air transportation. The amount of the reimbursement **may not** exceed the cost of the lowest available airfare between the employee's designated headquarters and the employee's duty point. First class airfare may be reimbursed only if it was the only available airfare. Business class airfare may be paid or reimbursed only if a lower airfare is not available.

1. **Baggage Charges**

Baggage charges that are related to state business are reimbursable. It is assumed that the first checked bag is necessary to complete business travel. Excess baggage charges for personal belongings are not reimbursable. However, the fees may be reimbursable if they are incurred for checking state-owned equipment. Each division director is responsible for ensuring the reasonableness of the reimbursement and number of bags necessary.

2. **Limitation**

A state agency may not reimburse a state employee for the cost of air transportation by a person, other than an employee, that is not a commercial transportation company. Except as provided by Texas Procurement and Support Services (TPASS) rule, TVC's reimbursement of an employee for commercial air transportation may not exceed the amount of TPASS's contracted fares.

3. **Reservations using the Citibank Card**

Reservations using the Citibank Central Billed Account are invoiced to the TVC when made. To ensure prompt payment of the Citibank Account, the approved Citibank Card Airfare request form and airline itinerary must be submitted to the Travel Accountant upon completion of the reservation, not at the time the trip occurs. Late payments resulting from the lack of documentation from the division will result in interest charged to that division's budget.

4. **Receipt requirements**

For a state employee to be reimbursed for a commercial air transportation expense, the employee must provide proof that the expense was incurred. A complete passenger receipt issued by a commercial airline company or an itinerary issued by the company or a travel agency serves this purpose.

The receipt or itinerary must include the following:

- The name of the employee and airline,
- The ticket number,
- The class of transportation,
- The travel dates,
- The amount of the airfare,

- The origin and destination of each flight, and
- Proof of payment.

A passenger receipt or itinerary that has been altered by any person other than the entity issuing the receipt or itinerary is unacceptable. A receipt or itinerary to which additional information has been added is considered unaltered if the information does not conflict with the original information on the receipt.

If the receipt and itinerary are both unavailable, the supporting documentation must include a copy of the receipt or itinerary, the canceled check or credit card slip used to pay the transportation expense, or the credit card billing on which the transportation charges appear. If any of these alternative methods are used as supporting documentation, the above information required from the receipt or itinerary must still be included in the documentation.

When an employee seeks reimbursement for first class airfare, the Travel Voucher must state that first class airfare was the only available airfare.

B. RENTAL OF MOTOR VEHICLES

Unless prohibited by any other chapter in this policy, TVC may reimburse an employee for the cost of renting a motor vehicle if the employee paid the motor vehicle rental company, if this is the most cost effective means of traveling. Reimbursable costs include applicable taxes and similar mandatory charges.

1. Limitation

- Except as provided by [Texas Procurement and Support Services rule](#), TVC's reimbursement of an employee for rental car transportation **may not** exceed the amount of the commission's contracted rates.
- If a rented motor vehicle is shared by two or more employees, only the employee who paid the cost of renting the vehicle may be reimbursed for that cost. The other employees may not be reimbursed for any of the cost, including extra driver charges or other charges imposed on a person-by-person basis.

2. Insurance

A charge for a collision damage waiver or a loss damage waiver is reimbursable unless the waiver is included in the contracted rate for the rental. For example, an employee rents a car from a motor vehicle rental company at the state contract rate. The employee agrees to purchase a collision damage waiver from the company at additional cost. The state has a contract with the company that includes the waiver in the basic cost of the rental. Under these facts, the employee may not be reimbursed for the cost of the waiver.

Charges for liability insurance supplements, personal accident insurance, safe trip insurance, and personal effects insurance are not reimbursable. A charge for an additional driver is reimbursable only if the charge is incurred for an official state

business reason.

3. Receipt requirements

For a state employee to be reimbursed for a rental expense, the employee must provide proof that the expense was incurred. A complete receipt issued by the rental company serves this purpose.

The receipt must include the following:

- The name of the rental company,
- The name of the employee renting the vehicle,
- The starting and ending dates of the rental,
- An itemization of expenses incurred, and
- Proof of payment.

If the receipt does not include all of the above listed items, the rental contract may also be included to provide that information.

A receipt that has been altered by any person other than the entity issuing the receipt is unacceptable. A receipt to which additional information has been added is considered unaltered if the information does not conflict with the original information on the receipt.

If the individual listed on the receipt is different from the state employee listed on the voucher, the supporting documentation must include proof that the employee paid the expenses for which he or she is claiming reimbursement. The proof may be in the form of a credit card slip or billing, a canceled check or a receipt from the individual listed on the receipt.

If the receipt and contract are both unavailable, the supporting documentation must include a copy of the receipt or contract, the canceled check or credit card slip used to pay the rental expense or the credit card billing on which the rental charges appear. If any of these alternative methods are used as supporting documentation, the above information required from the receipt must still be included in the documentation.

C. TRAVEL BY RAILROAD, BICYCLE, BOAT OR OTHER VEHICLE

A TVC employee is entitled to be reimbursed for the cost of transportation by railroad, bicycle, boat or other motor vehicles if incurred to conduct state business. The cost is only reimbursable if provided by a commercial transportation company.

Receipt requirements

For an employee to be reimbursed for a transportation expense, the employee must provide proof that the expense was incurred. An original and complete receipt issued by the commercial transportation company serves this purpose.

The receipt must include the following:

- The name of the commercial transportation company,
- The name of the employee,
- The starting and ending dates of the travel,

- The mode of transportation,
- An itemization of expenses incurred, and
- Proof of payment.

A receipt that has been altered by any person other than the entity issuing the receipt is unacceptable. A receipt to which additional information has been added is considered unaltered if the information does not conflict with the original information on the receipt.

D. TRAVEL BY MASS TRANSIT, TAXI, OR LIMOUSINE

Unless prohibited by any other area, TVC may reimburse an employee for the actual cost of transportation by bus, subway, other mode of mass transit, or taxi if incurred to conduct state business. The cost is only reimbursable if provided by a commercial transportation company.

Unless prohibited by any other area, TVC may reimburse an employee for the actual cost of transportation by limousine if it was the lowest cost transportation available considering all relevant circumstances.

If two or more employees share a taxi or limousine, then only the employee who paid for the transportation may be reimbursed for that expense. The other employees may be reimbursed only for charges imposed on a person-by-person basis.

Voucher Requirements

Either a receipt from the mass transit, taxi, or limousine company must be attached to the Travel Voucher or a statement must be written on the Travel Voucher. The receipt or statement must show the date and the fare charged for each trip.

E. DIRECT PAYMENT OF TRANSPORTATION EXPENSES

TVC may pay a commercial transportation company directly for the expense of transporting employees by rented or public conveyance. Billings must occur on at least a monthly basis.

TVC may pay a credit card issuer or travel agency for the expense of transporting the agency's employees by rented or public conveyance. The limitations that apply to a direct payment to a commercial transportation company also apply to a payment to a credit card issuer or travel agency.

Notwithstanding anything in this section, TVC **may not** pay transportation expenses directly to a provider if any other chapter prohibits TVC from reimbursing an employee for those expenses.

1. Limitation

- Except as provided by Texas Procurement and Support Services (TPASS) rule, TVC may not purchase commercial airline or rental car transportation if the amount of the purchase exceeds the amount of the TPASS contracted fares or rates.
- TVC may pay a commercial transportation company, credit card issuer, or travel agency before the travel of its employees occurs if lower rates would be

obtained and the entity providing the transportation requires the advance payment. However, an appropriation for the current fiscal year may not be used to pay for transportation that will occur during the next fiscal year.

2. Voucher Requirements

- A TVC payment to a credit card issuer, a travel agency, or a commercial transportation company has the same requirements for attaching receipts and statements as a reimbursement to an employee.
- An approved Direct Billing Form must be submitted.
- If TVC submits a voucher to pay for transportation before it occurs, then:
 - the receipt from the company or the itinerary from the travel agent that arranged for the transportation must state that the advance payment is required to obtain lower rates; and
 - a copy of the travel itinerary must be attached to the voucher.

F. COMBINING PERSONAL BUSINESS WITH STATE BUSINESS

This subsection applies when:

- an employee conducts official state business at one location and personal business at another location, without a return to the employee's designated headquarters in between; and
- the employee anticipated before travel began that both official state business and personal business would be conducted during the travel.

1. Limitations

- TVC's reimbursement of the employee for the employee's transportation expenses or direct payment to a commercial transportation company, travel agency, or credit card issuer may not exceed the sum of:
 - the lowest available cost of transporting the employee from the employee's designated headquarters to the employee's first duty point; and
 - the lowest available cost of transporting the employee between the employee's duty points; and
 - the lowest available cost of transporting the employee from the employee's last duty point to the employee's designated headquarters.
- As the preceding limits are not exceeded, TVC may reimburse the employee for or pay all the employee's transportation expenses, including expenses incurred while going to and from a location at which personal business is conducted.
- When applying those limits, the lowest available cost of transporting the employee must be determined by considering the cost of the type of transportation the employee would have used had the employee not conducted personal business on the trip. Any limit in this policy on the reimbursable or payable cost of the type of transportation that would have been used applies when determining the lowest available cost.
- The amount of mileage that may be reimbursed when an employee uses a personally owned or leased motor vehicle to travel to and from a duty point outside Texas is limited per [Chapter IV, Section D, Subsection 1, Duty Points Served by Commercial Airlines](#).

2. Travel By Rented Motor Vehicle

Generally, an employee who uses a rented motor vehicle for both personal business and official state business may be reimbursed only for the portion of the rental charges that are attributable to official state business. An employee **may not** be reimbursed for the rental of a motor vehicle if the rental was necessary only because the employee combined personal business with state business.

3. Part of the Rental Period Is Free

This subsection applies when an employee rents a motor vehicle for a fixed period and the charge imposed by the motor vehicle rental company for that period includes at least one free day.

Motor vehicle rental charges are reimbursable only on a daily charge basis. If a rental period is a multiple of days and a charge **is not** imposed on at least one of those days, then the daily charge is calculated as follows. The daily charge equals the total charge for the rental period divided by the number of days for which a charge is imposed. "Free days" **are not** considered when calculating the daily charge.

Whether an employee may be reimbursed for a motor vehicle rental charge on a day depends on how the motor vehicle is used during that day. TVC, **not the employee**, is entitled to receive the benefit of a free day if the vehicle is used for official state business on that day. Similarly, the employee, not the state, is entitled to receive the benefit of a free day if the vehicle is used for personal reasons on that day.

4. Voucher Requirements

- The Travel Voucher **must state** that official state business and personal business were both conducted during the travel.
- The voucher must state the cost of the type of transportation that would have been used to transport the employee between the employee's designated headquarters and duty points had the employee not conducted personal business on the trip.

G. FREQUENT FLYER MILES AND OTHER AWARDS OR DISCOUNTS GIVEN FOR FREQUENT USE

[Penal Code Section 39.02](#) criminalizes a public servant's misuse of government property, services, personnel, or other things of value belonging to state government that come into the public servant's custody or possession by virtue of the public servant's office or employment.

Frequent flyer miles and other awards or discounts given for frequent use of a commercial airline or motor vehicle rental company or hotel discounts are not "things of value" belonging to state government for purposes of [Tex. Pen. Code Ann. 39.02](#) (Vernon 2003) because of the administrative difficulty and cost involved in recapturing the award for state government.

VI. TRANSPORTATION BY PRIVATE AIRCRAFT

A state employee may be reimbursed for the employee's use of an aircraft owned or leased by the employee. The reimbursement may not exceed the product of the highway mileage between the designated headquarters and the duty point and the maximum aircraft mileage reimbursement rate as published by the Comptroller's Office. The mileage reimbursement is inclusive of all expenses associated with the employee's use of the aircraft.

Notwithstanding anything in this subsection, a reimbursement may not be paid if any other chapter in this policy prohibits the reimbursement.

Voucher Requirements

The supporting documentation must include:

- The total cost of the flight;
- The names and titles of all passengers on the flight;
- The TPASS's contracted airfare or the average coach airfare, whichever is applicable, for the duty point for each passenger as of the date the travel began; and
- The source used to determine the average coach airfare, if applicable.

VII. RECEIPT REQUIREMENTS

An employee must attach an original, complete and unaltered receipt from the seller to the Travel Voucher. A receipt that has been changed by the seller is considered unaltered for the purpose of this voucher requirement. A receipt delivered through the Internet or electronic mail by the seller is considered original for the purpose of this paragraph.

A. MEAL RECEIPTS

Employees are not required to submit receipts with their travel vouchers. Supervisors or other division management may request to review receipts for regular travel reimbursements, but these should not be submitted with the travel voucher to the Finance Division.

B. LODGING RECEIPTS

Except where specifically provided otherwise in this policy, an employee or board member may not receive reimbursement of lodging expenses unless the appropriate lodging receipt from the commercial lodging establishment is attached to that employee's or member's travel reimbursement claim. Unless otherwise authorized by this subsection, the lodging receipt must be original and complete.

A lodging receipt issued by a commercial lodging establishment or its central reservations office is acceptable if the establishment provided the lodging. A lodging receipt issued by a travel agency is acceptable if the agency was used to reserve the lodging.

The receipt must include

- the name and address of the commercial lodging establishment,
- the name of the employee or board member,
- the single room rate, and
- a daily itemization of the lodging charges.

If the employee listed on a lodging receipt is different from an employee named on the voucher because the two employees shared lodging, the lodging receipt is acceptable. The employee named on the voucher must attach proof that the employee paid the lodging expenses for which the employee is claiming reimbursement. The proof may be in the form of a credit card receipt, a canceled check, or a receipt from the other employee.

C. INCIDENTAL RECEIPTS

Except where specifically provided otherwise in this policy, it is preferred that receipts be presented for most incidental expenses, such as parking, or taxi/shuttles; in the alternative, an itemized, detailed explanation on the Travel Voucher is acceptable. The explanation must include the amount, date and type of expense.

Incidental expenses that require receipts include but are not limited to: fuel charges, phone/fax charges, and internet charges.

Supervisors and Travel Accounting may request receipts or additional documentation to ensure compliance with agency and state policies.

D. MISSING REQUIRED RECEIPTS

If the original required receipt is unavailable, a copy of the receipt or a copy of the canceled check or credit card slip used to pay the commercial lodging establishment may be attached to the travel expense claim in lieu of the required receipt. Statements and affidavits are not acceptable. For the purposes of this policy, a credit card slip means the detailed itemized slip, not the summary signature slip. In addition, the employee must state on the voucher why the original receipt is not available.

E. ALTERED RECEIPTS

A receipt that has been altered by any person or entity other than the vendor is unacceptable. An electronic version of a receipt (i.e. email or internet) is considered original for the purpose of this section.

VIII. SPECIAL PROVISIONS

A. INCIDENTAL EXPENSES

1. Reimbursable Incidental Expenses

Some expenses are reimbursable on a Travel Voucher as incidental expenses if they are incurred during official state business include, but **are not** limited to:

- Hotel occupancy or similar taxes for which an employee is eligible to be reimbursed
- Telephone calls
- Internet charges
- Service fees charged for issuance of money orders
- Toll charges if reimbursable under Chapter 4, Section 9
- Gasoline charges when rented or state owned motor vehicles are used
- Repair charges when a state owned motor vehicle is used
- Copy charges
- Freight charges for state equipment or materials
- Admittance fees while accompanying clients of the state
- Foreign travel: passport or visa charges, airport boarding passes, departure taxes, and inoculations
- Postage
- Notary fees
- Charges to exchange U.S. currency for foreign currency and vice versa. The exchange rate used for conversion of monies must be stated
- Mandatory charges or mandatory service charges:
 - by a commercial lodging establishment other than the room rate and additional persons charges; or
 - for loading and unloading state equipment.
- Books or documents purchased for and while attending a seminar or conference
- FAX charges
- Sales and use taxes if either the applicable law **does not** provide an exemption from those taxes or the procedure for claiming a legally available exemption is not honored by the person, vendor, or business collecting the taxes. (Sales and use taxes assessed on meals are treated as a portion of the cost of the meals.)
- Energy surcharge (in some cities)

Note: These charges will be reflected against the division's travel budget, not the operating budget.

2. Non-reimbursable expenses

The following expenses **are not** reimbursable, regardless of whether they are incurred while conducting official state business. This is only a partial list.

- Any expense that **does not** relate to official state business.

- Any expense that has been reimbursed by a third party or other state agency.
- Any expense, with the exception of parking and toll expenses that is related to the operation of a personally owned or leased motor vehicle.
- Tips or gratuities. A “mandatory” service charge may only be reimbursed if the service charge is imposed by an establishment and cannot be refused by the customer.
- Excess baggage charges for personal belongings.
- Personal expenses, such as the rental or purchase of a video tape for personal entertainment, alcoholic beverages, dry cleaning, or laundry.
- Kennel expenses for a pet.

3. Voucher Requirements

- For telephone calls, faxes, and internet use, the claim must state that all the calls are related to official state business.
- The exchange rate used for conversion of foreign currencies into U.S. dollars must be stated.

B. SALES AND USE TAXES

Except for the voucher requirements, this section applies only to sales and use taxes assessed under Texas law. Questions about sales and use taxes (or similar taxes) assessed under the laws of other states or jurisdictions must be directed to the governmental entities that have administrative responsibility for those taxes.

An employee must pay the sales and use tax on a taxable item that the employee purchases while traveling on official state business if the item is for personal use. The mere fact that the employee purchases the item while traveling on official state business **does not** convert the item from taxable to non-taxable. This principle applies even if the item is reimbursable by the state. Meal expenses and parking fees are examples of reimbursable items for which the sales and use tax must be paid.

An item that an employee purchases, leases, or rents for state use is not subject to sales and use tax if the employee properly issues an exemption certificate to the seller of the item. Computers, cameras, film, equipment, and books are examples of items on which the sales and use tax is not due when used by the state.

To the extent of conflict between this subsection and the comptroller's rules in Subchapter O, Chapter 3, Title 34 of the Texas Administrative Code, the latter prevails, regardless of the dates those rules are adopted or amended.

Voucher Requirements

For sales and use taxes assessed on meals, the same object code that is used for the meals must be used for those taxes.

C. REGISTRATION FEES

TVC may reimburse an employee for a registration fee for a conference or seminar only if the State Employees Training Act and Subchapter D, Chapter 656, Government Code are satisfied.

TVC may reimburse an employee for a meal expense incurred within the employee's designated headquarters and paid as part of a registration fee only if the expense is mandatory. Entertainment and other personal expenses **are not** reimbursable. A cancellation charge incurred for a personal reason **is not** reimbursable.

Voucher Requirements

Proof of payment of the registration fee must be attached to the Travel Voucher. The employee being reimbursed for the fee must be the employee who paid the fee.

If there is no travel associated with the registration fee, then the fee must be paid through the procurement process in the Financial Information Tracking System (FITS.) For more information on payment of registration fees, see Payment Policies and Procedures.

D. MOVING EXPENSES

TVC may reimburse an employee for the travel expenses the employee incurs while making a move.

For information on Relocation Assistance, please refer to [TVC Human Resources Manual](#).

For additional information on payment procedures of moving expenses please refer to the Comptroller's [eXpendit](#) website.

Voucher Requirements

The regular object codes for meal, lodging, transportation, and incidental expenses must be used on the voucher.

E. PROSPECTIVE STATE EMPLOYEES

When TVC requests a prospective state employee to travel to TVC's offices for an employment interview or evaluation, TVC may reimburse the prospective employee for travel expenses in the same manner as an employee.

TVC **may not** issue a travel advance to a prospective employee. However, the airfare and lodging expenses may be paid using the TVC Central Billing Accounts. Contact Payment Processing for more information and special requirements.

Voucher Requirements

- Except as provided below, the voucher and documentation requirements for a payment or reimbursement subject to this section are the same as those for the payment or reimbursement of a travel expense incurred by a state employee.

- The term “Prospective State Employee” must be listed in the title section of the Travel Expense Account/voucher form.
- The Travel Voucher must list the title of the position for which the prospective state employee is being interviewed or evaluated.

F. EMPLOYEES WITH DISABILITIES

An employee who has a disability may be reimbursed for attendant care and other necessary expenses when traveling inside or outside the employee’s designated headquarters.

When an attendant transports an employee with a disability in a personally owned or leased motor vehicle, the reimbursement rates and procedural requirements in Chapter 4, “Reimbursements for Mileage Parking and Tolls,” apply.

An employee with a disability may be reimbursed for the first class airfare of the employee and the employee’s attendant if the airfare was either medically necessary or the only available airfare.

To the extent of conflict, the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. 12101 et seq) prevails over this policy.

Voucher Requirements

Before an employee may be reimbursed for attendant care expenses, the employee must state on the travel expense claim that the employee has a disability and that the attendant was necessary.

The documentation must include the name of the attendant, and **complete and unaltered** receipts for the attendant’s expenses must be attached to the claim. A receipt that has been changed by the provider of the receipt is considered unaltered for the purpose of this voucher requirement.

Before an employee with a disability may be reimbursed for first class airfare when other airfares were available, the employee must state on the voucher that the first class airfare was medically necessary.

If the Americans with Disabilities Act of 1990 (ADA) is used as the authority for TVC to pay or reimburse travel expenses, a legal or ADA compliance verification and statements is required before processing the payment or reimbursement.

G. THIRD PARTY REIMBURSEMENTS

In cases of third party reimbursements, travel reimbursements to employees will not be processed until a copy of a billing to the third party by the responsible Division Director is received by Travel Accounting.

If the employee has received a travel advance and reimbursement to TVC is expected, a copy of the billing to the third party must be included with the travel voucher. The employee’s travel advance will be considered outstanding until the third party has been billed and a copy of the billing has been provided to Payment Processing.

If the reimbursement is to be made from federal grant funds, the employee must use the proper accounting codes to link the expense to the grant for billing purposes. For additional information on grant billing contact the Revenue Unit.

H. DEATH OF AN EMPLOYEE

The agency may reimburse the employee's estate for appropriate lodging and transportation expenses incurred by the employee at the duty point. The employee's supervisor will complete and sign the Travel Voucher form on the employee's behalf. For more information, contact Travel Accounting.

IX. FINANCIAL ASSISTANCE FOR TRAVEL EXPENSES

If traveling on state business causes a financial hardship or difficulty for TVC employees, the agency has three methods to provide travel advance assistance for travel expenses. A description of each method is provided below:

A. DIRECT PAYMENT TO THE VENDOR

1. This method allows the TVC to make travel-related payments directly to vendors for:
 - Airfare,
 - Hotels,
 - Rental Cars, and
 - Registration Fees.
2. This is the preferred method that should be used whenever possible to provide employees with advance financial assistance.
3. Payments will be issued either through the department travel card or through a payment voucher.
4. Lodging establishment may require completion of an authorization form, please inquire at the time arrangements are made.
5. To determine if direct payment can be made in a particular situation, contact your department travel coordinator or Travel Accounting in the Finance Division.

B. TVC AUTHORIZED TRAVEL CREDIT CARD – IBA

Employees may be issued an individual billing account (IBA) charge card for travel expenses only. The Comptroller Office TPASS contracts with a charge card provider for individual travel charge card services for employees of the State of Texas. Citibank is the current vendor for travel charge card services.

1. This card is to be used for State of Texas business travel charges only, and is not for personal use.
 - Use of the card for charges other than official state business is a direct violation of the State's contract with the Travel Card Vendor, Ethics Commission Advisory Opinion No. 147, and the State Travel Management Program's rules, and, therefore a misuse of the state-issued card.
 - Any misuse may result in cancellation of the card and may be subject to disciplinary action up to and including termination of employment.
2. Each employee who requests and accepts an individual charge card must read and sign an agreement that contains all the points listed above. That agreement becomes legally binding and will become part of the employee's personnel file.
3. To obtain an IBA card, an employee should contact Payment Processing for a credit card application form and a TVC Employee Charge Card Agreement. The completed forms require supervisor approval.

4. The request does not ask for any financial information or credit history. However, since the employee is personally liable for the use of the card and for payments, the charge card company will perform a credit check.
5. The employee whose name is on a card is responsible for all charges resulting from use of the card and is required to pay the account in a timely manner.
 - If an account becomes delinquent, TVC will cancel the card. Cancellation of a card for any reason does not relieve the employee of the responsibility for payment of the charges and delinquency assessments.
 - If a card is suspended or canceled for misuse or nonpayment, the employee will not be eligible for travel advances for the duration of employment at TVC.
 - If an emergency situation occurs while a cardholder is away from designated headquarters on TVC business, and that emergency situation requires the use of the card for what could appear to be a personal use (e.g., lost luggage or automobile repair on a personal vehicle), the employee must immediately notify the responsible supervisor or the appropriate Travel Coordinator in writing explaining the charges and why use of the card was necessary for the TVC business.
6. TVC may request a copy of an employee's travel card statement and itemized receipts to verify card usage at any time.
7. The responsible Division Director will be notified in writing of any apparent misuse or delinquency on an individual corporate card account.
8. Any use of the card that is determined to be in violation of this policy and agreement will be entered into the employee's personnel file.

X. FREQUENTLY ASKED TRAVEL QUESTIONS

This chapter highlights the most frequent and typical traveler queries asked by TVC employees from around the state of Texas. To the extent of conflict, the information in chapters 1-9 of this policy prevails over this chapter.

A. RECEIPT REQUIREMENTS

This section answers questions related to receipt requirements, and the responsibility of TVC employees to provide receipts when necessary for travel expense reimbursement.

Q: What happens if the employee does not have an airline ticket or car rental receipt or receives a receipt that does not show an amount?

A: *The employee needs to contact the travel agent (or the airline if the ticket was purchased directly from the airline) or the car rental company for a receipt or contract that reflects the amount of expenses incurred. If no original receipt or contract agreement is available, then a canceled check or credit card receipt that was used to pay for the airfare or a rental car may be attached to the Travel Voucher. The Travel Voucher must state that no other receipt is available.*

Q: What happens if an employee receives an airline ticket, car rental, and/or lodging receipt that are not in the employee's name?

A: *The employee must attach proof of incurred expenses and payment to the Travel Voucher. Without this proof the employee is not eligible for reimbursement from TVC.*

Q: If an employee attends a conference/seminar with a spouse and pays travel expenses on the spouse's credit card and the receipts are in the spouse's name, can the employee be reimbursed?

A: *No, unless the employee shows proof of incurred expenses and payment.*

Q: What can I do if I have lost my original receipts?

A: *If itemized original receipts are lost, credit card slips, checks, or duplicate itemized receipts from the establishment may be attached to the Travel Voucher. You must state on your voucher that the original itemized receipts are not available. Without any proof of incurred expenses and payment, TVC shall not reimburse the travel expenses. **A travel claim cannot be reimbursed with only a signed statement by you.***

B. COMMERCIAL AIRLINE TRANSPORTATION

This section involves travel expenses incurred through commercial airline travel. As part of the State Travel Management Program (STMP), Texas Procurement and Support

Services (TPASS) has contracted commercial airlines for state employee travel in more than 300 markets.

Q: May airfare be paid for a prospective employee on the Central Billing Account (CBA)?

A: *Yes, as long as the payment is made directly to the vendor. The CBA is the preferred method of payment for all commercial airline travel.*

Q: If a TVC employee purchases a “buy one, get one free” airline ticket, and the ticket with the total amount is in the name of the spouse, while the employee’s airline ticket shows a zero amount, how can the employee be reimbursed?

A: *Because the employee’s ticket is the one that shows the zero amount, the employee will not be reimbursed. An employee must show proof of incurred expenses in order to be reimbursed.*

Q: May first class airfare be reimbursed for a person who requires special seating room due to a disability?

A: *Yes, if the first class airfare is medically necessary or is the only available airfare. If the American Disabilities Act (ADA) of 1990 is used as the authority to reimburse the employee for first class airfare, then a statement from the agency’s ADA coordinator must be attached to the Travel Voucher.*

C. RENTAL CARS OR OTHER MOTOR VEHICLES

This section deals with state travel by way of a rental car, state owned transportation, or a personally owned vehicle. As a TVC employee utilizing a motor vehicle for business travel, TVC has several guidelines and procedures that must be followed to ensure travel expense reimbursement.

Q: What can an employee do when a car rental company has no record of that employee’s reservations from a state contracted travel agency, and there are no rental cars available through that car rental company?

A: *Check with another state-contracted vendor. If Enterprise or Avis has **no cars available**, try **another** car rental company. If the employee chooses an alternate company, then the employee must **be sure to write an explanation** stating the fact that no state contracted car rental company was available. An alternate form of transportation may have to be considered.*

Q: What should an employee do if a rental car is having mechanical problems, or the employee is involved in an accident?

A: *The employee should call the emergency number for [Enterprise](#) or [Avis](#). A customer service representative will send assistance immediately.*

Q: Can a TVC employee obtain a rental car for business travel without a TVC authorized Travel Card?

- A:** *Yes, Enterprise and Avis can bill TVC directly, or the TVC employee may use any personal credit card accepted by the rental agency. Please contact the division travel coordinator for the appropriate direct billing account information. **The receipt must show that expenses were actually incurred by a TVC employee.***

D. MEALS AND/OR LODGING

This section contains information concerning meals and lodging for TVC employees during official state business.

- Q:** **An employee travels to a duty point the day before attending a training class and obtains lodging, but is then called back to headquarters because of a personal emergency. After attending to personal business, the employee returns back to the duty point the following day. Is the lodging reimbursable for the first day?**
- A:** *The employee may be reimbursed for the travel expense incurred when the employee returns from a duty point to the employee's designated headquarters because of a personal emergency before official state business is completed.*
- Q:** **If an employee does not anticipate that his or her official business is going to take longer than the checkout time and has left business equipment in the lodging establishment room for safety reasons, may the employee be reimbursed for the additional one-day charge for lodging?**
- A:** *Yes, the TVC employee is eligible for reimbursement as long as official business is being conducted on the day the employee incurred the charge. Because the employee did not anticipate that the official business was going to exceed the checkout time and did not make alternate plans, the employee is entitled to reimbursement for that extra day.*
- Q:** **If a TVC employee conducts official business in a town that does not have a state contracted hotel, can that employee obtain lodging in that town?**
- A:** *Yes. If the town does not have a state contracted hotel, the employee may choose one that is not a contracted property. An exception is required on the travel reimbursement claim.*
- Q:** **If a TVC employee finds a state contracted hotel, but the rates are higher than the approved state rate, is the employee eligible for reimbursement of the higher rate?**
- A:** *No, if the employee chooses to stay at this hotel, the employee can only request reimbursement up to the allowable state contracted single rate unless prior approval was obtained for a higher maximum reimbursement rate. The employee is responsible for any amount over the allowable state rate.*
- Q:** **What does a TVC employee need to do to cancel hotel reservations?**

- A:** *To avoid cancellation charges, it is better to call the hotel directly, rather than the employee's travel agent. Employees should be familiar with the cancellation policy when making reservations. **Cancellation policy requirements may range from 24 hours to 72 hours prior to arrival.***
- Q:** *If a TVC employee spends less than the maximum meal allowance on food for each day traveled, is that employee allowed to claim the full meal reimbursement amount and keep the difference?*
- A:** *No. State law allows TVC to reimburse an employee for actual meal expenses incurred not to exceed the maximum allowable rate. **This must not be confused with or interpreted as per diem, a per day payment.***

E. TVC AUTHORIZED TRAVEL CARD

This section pertains to the use of a TVC Authorized Travel Card for official state business. When using this Travel Card some restrictions do apply. Refer to Chapters 1-9 or contact a "travel coordinator" for those guidelines.

- Q:** ***How does a TVC employee apply for the Travel Card issued through the department?***
- A:** *The employee should first talk to their supervisor to see if the employee will be traveling as part of the job responsibilities. The supervisor will inform the employee whether he or she is eligible. If eligible, obtain an application from Payment Processing or the division travel coordinator.*
- Q:** ***What does an employee need to do to have time to receive a Travel Card before his or her trip begins?***
- A:** *If the employee receives short notice regarding a business trip, the employee should contact the division travel coordinator or Travel Accountant to ask what can be done. **Since every trip is different, other options for advance payments are available.***
- Q:** ***Why should a TVC employee apply for a TVC Authorized Travel Card if that employee already has a personal credit card?***
- A:** *Employees do not have to apply for the Travel Card if they wish to use their personal card instead. To be eligible for the travel card, an employee must be expected to take three or more trips per fiscal year or spend at least \$1,000 per fiscal year for business travel. There are no annual fees or no minimum salary requirements. The Travel Card is available for those who qualify and for those who wish to keep their TVC expenses separate from their personal expenses.*
- Q:** ***If a TVC employee does not qualify for a TVC Authorized Travel Card, what can an employee do if he or she does not have the money to pay for the travel expenses for an important business trip?***
- A:** *The employee should check with his or her supervisor, travel coordinator, or Payment Processing for other methods of financial assistance.*

Q: What does an employee need to do when his or her TVC Authorized Travel Card has expired, and the renewal card has not been delivered?

A: *The employee should contact Payment Processing. All renewal cards are mailed directly to Financial Services and then forwarded to the appropriate division office. Renewal cards are received one month prior to the expiration date.*

Q: What should an employee do if their TVC Authorized Travel Card has been lost or stolen?

A: *Call the Travel Card Company immediately at 1-888-248-4553- no matter what time of day. The Travel Card Corporate Service telephone lines are open 24 hours a day, 7 days a week. The employee should be ready to supply the service representative with the date, time, and possible location the card was lost or stolen. All employees should then notify Payment Processing to ensure their account information is kept current. Your division Travel Coordinator will have the Finance contact information. **The service representative can assist in obtaining another card.***

Q: What can be done to correct a charge that should not be posted on an employee's Travel card account?

A: *Call the Travel Card Dispute Claims. Representatives will be glad to correct any discrepancies on an account. **The employee should be ready to supply his or her account number.***

Q: What should an employee do if he or she wishes to change the mailing address or change the name that appears on their Travel Card?

A: *Employees can contact the Travel Card Company for mailing address or name corrections, as well as changes for phone number, email, credit balance refunds, account closures or lost/stolen cards. **Only the TVC CFO can make legal name changes or credit limit changes. The employee should be ready to supply the account number.***

F. REPORTING TRAVEL PLANS AND PROBLEMS

This section provides questions and answers concerning travel plans and any problems that are encountered while on an official business trip.

Q: If a TVC employee experienced a problem with a state contract vendor, how does the employee notify the agency of the problem?

A: *The employee should contact Travel Accounting or can contact STMP directly by filing out a [Vendor Feedback/Incident form](#). This form is located on the Financial Services website. This on-line form is submitted directly to the Comptroller's STMP. The STMP staff will contact the employee if requested.*

Q: An employee has a training class that is two weeks long. Can that employee come home for the weekends, or is that employee required to stay at the duty point?

A: *This decision is made by that employee's supervisor or travel coordinator and should be based on the comparison of the expenditure necessary for each scenario.*

Q: What is an expense object code, and why do TVC employees have to use them?

A: *Expense object codes are used by the TVC to keep track of the various types of expenses throughout the fiscal year. For travel purposes, the expense objects provide detail for in-state travel, out-of-state travel, mileage, incidentals, etc...Contact Travel Accounting regarding any expense object code questions.*

G. REIMBURSEMENT FOR MILEAGE AND RELATED TRAVEL EXPENSES

This section handles questions pertaining to reimbursable mileage and related travel expenses.

Q: If an employee stays at a friend's house when traveling on official state business, and the friend lives at a location that is remote to the duty point; is that employee eligible to claim reimbursement for mileage traveling to the duty point?

A: *Yes, the employee can claim the mileage so long as the cost of mileage does not exceed the cost of contract lodging. The employee must write an explanation on his or her travel claim stating that the employee stayed with a friend and no lodging expenses were claimed.*

XI. APPENDIX A: **IN-STATE** TRAVEL POLICIES & INSTRUCTIONS: THE TRAVEL VOUCHER SYSTEM FOR REIMBURSEMENT OF AUTHORIZED BUSINESS EXPENSES

1. Travel Expenses may be reimbursed only where the purpose of travel performed is clearly to conduct State official business consistent with legal responsibilities of TVC.
2. Management must approve all Travel expenses.
3. Travel within designated headquarters and/or within the State

Designated Headquarters is defined as:

- *The area within the city limits of the town in which the employee's headquarters office is located.*
- *If the employee's office is located within an unincorporated area, designated headquarters is the area within a five-mile radius of the employee's headquarters office.*

Place of Employment (POE).

- *POE is defined as: An office or other location at which a state employee most frequently conducts official state business (i.e. Hdqs).*

Duty Point:

- *Duty Point is defined as: The destination other than a place of employment to which a state employee travels to conduct official state business.*

4. Before completing the travel voucher, current mileage and per diem rates should be obtained from (<https://fm.xcpa.state.tx.us/fm/travel/travelrates.php>)
5. Employees cannot submit more than one travel voucher each calendar month. However, up to three consecutive months can be submitted on one voucher except for the months of August, September, & October due to end of Fiscal and Program Years.
6. Travel Vouchers should be submitted within 60 days of travel.

*(Travel vouchers **not** submitted within 90 days after travel date may be subject to non-payment)*

7. Per diem allowance is not allowed when an employee is:
 - a. At official designated headquarters
 - b. Absent from post of duty for personal reasons.
 - c. Absent from post of duty for any reason not connected with duties of TVC.
 - d. Away from designated headquarters without an overnight stay.
8. Travel is prohibited on State holidays, or on national holidays, unless on an emergency basis or the event of a pre-arranged appointment or schedule that cannot be cancelled.

9. Gratuities are not reimbursed and shall not be submitted on travel vouchers.

10. Eligible expenses may include:

Mileage	Airline tickets	Meals	Luggage
Parking	Tolls	Taxi/Shuttles	Business internet access
Required Receipts: * Lodging		*Rental vehicles	* Gas Receipts

travel voucher front Page Instructions:

The Travel Voucher Form is located on the TVC webpage (www.tvc.state.tx.us) under Forms

Refer to In-State Travel Voucher Example, pages 42-44

Block Number	Description	Instructions
1.	Archive Reference Number	Leave Blank
2.	Agency Number	Enter 403
3.	Agency Name	Enter Texas Veterans Commission
4.	Current Document Number	Will be completed by Austin HQ, Travel Accountant
5.	Effective Date	Leave Blank
6.	Doc Date	Enter first date of travel. Enter as mmddyy no dashes (example: Jan. 05, 2014 should be keyed as 010514 computer will convert to 01-05-14)
7.	Doc Agency	Type 403
8.	FY	Leave Blank (Headquarters will fill in)
9.	Document Amount	Will automatically calculate when section 18 is completed.
10.	Pay To	Enter Name, <u>Office</u> address, City, State, and Zip
11.	Title	Enter title of claimant VER LVER/DVOP/etc.
12.	Designated Headquarters	Enter location of claimant office/Workforce Center and Region
13.	Texas Identification Number	This is a 14 digit number. The first digit will be a "2". Digits 2 thru 10 will be employee's SSN, digit eleven will be assigned by Austin HQ, Accounting Dept. Digit 12 thru 14 will either be a PR1 or PR2.
14.	Appointed Officer	Leave Blank
Block Number	Description	Instructions
15.	SFX	See Page 36 for specific funding, PCA, & COBJ Codes
16.	Service Date	Enter <u>Last Day of Travel</u> . Enter as mmddyy <u>no dashes</u> (example: Jan. 29, 2010 should be keyed as 012910 computer will convert to 01-29-10)
17.	Description	Enter month(s) of Travel
18.	*Distribution – In State Travel	
*	Fares, Public Transportation	Taxi, airfare, rental car. Enter actual amounts as appropriate
*	Personal Car mileage	Will calculate from BACK PG1

*	Meals and /or Lodging	Will calculate from BACK PG1
*	Parking	Enter actual amount
*	Incidental Expenses	This will include local and state hotel taxes; business related telephone calls, toll fares.

Instructions of Funding Codes/Coding Block

Section 15 SFX on Front Page:

(Funding codes can change every FY) Remember to move this up under the 1.18 Funding Codes/Coding Block)

Block	Description	Instructions
APPN	Appropriation	Enter: CLAIMS 13001 CENTRAL ADMIN 13003 VES 13004 VET ED 13005 VISITATION 13001 MARKETING 13006
TC	Transaction Code	Enter: 225
Fund	Fund Code	Enter: CLAIMS 0001 CENTRAL ADMIN 0003 LVER/RVER 0110 DVOP 0113 TAP 0116 VET EMP. ADMIN 0117/0118 VET ED 0020 VISITATION 0002 MARKETING 0004
PCA	Program Cost Account	Enter: CLAIMS: 10002 CENTRAL ADMIN 13003 LVER/RVER 10010 DVOP 10013 TAP 10016 VET EMP ADMIN 10017/10018 VET ED 10020 VISITATION 29003 MARKETING 10004
AY	Appropriation Year (Accounting Year)	Enter: (New year starts September 1 st .) Example: 14 Enter: 14 (September 1, 2013 – August 31, 2014) 15 (September 1, 2014 – August 31, 2015)
COBJ	Comptroller Object	Enter: 7101 Fares, Public Trans 7102 Personal Car Mileage 7105 Incidental Expenses: Gasoline, parking, tolls; Include (Local hotel occupancy tax) 7106 Meals and/or lodging 7135 State hotel Occupancy tax
Amount	Total amount of COBJ	Enter: Total amount per COBJ

Expenses	Description	Amount
Fares, Public Transportation	Taxi, Air Fare, & Rental Car Only out-of-pocket expenses do not include direct bill items to TVC.	Amount will automatically calculate once keyed into appropriate block
Personal Car Mileage	Miles @ rate (current rate is 0.56) frequently varies through comptroller's office	Mileage and amount will automatically calculate from back page
Meals and/or Lodging	Refer to the federal Domestic Maximum Per Diem Rates . (See Chart on page 38) NOTE: For areas not listed, the rates are: Lodging In-State: up to \$85 Meals In-State: up to \$46 Only out-of-pocket expenses, do not include direct bill items to TVC. NOTE: Effective November 1, 2013, TVC has changed the amount on meals to be up to \$56.00/day, depending on the city, until further notice.	Meals and lodging amount will automatically calculate from back page
Parking	Parking –give date and Place (i.e. conference, airport etc.)	Key total amount in block
Lodging Tax	Include State Taxes (hotel occupancy tax)	Varies throughout the State Key total amount as a separate incidental expense
Incidental Expenses	All other incidental expenses (itemized) (i.e. date, tolls, shuttle etc.) Include city and county taxes	Key total amount in block

For FY2014. See the following link for Per Diem rates in Texas: <http://www.gsa.gov/portal/category/100120>

19 – Signature Block – Vouchers submitted to-supervisor/RVER for approval, sends to Austin HQ, Travel Accountant. (By Law – TVC has 45 days from date submitted for Supervisor approval to process payment). Must have original signatures, no copies or electronic signatures are accepted. Travel Accountant only needs the original, no extra copies needed. Regional Admin keeps hard copy for files. Example:

19. I certify that the expense account shown above is true, correct and unpaid.			
Claimant sign here (Traveler's Signature)	Date	Supervisor sign here (RVER Signature)	Date
20. Contact name ADMIN NAME		Phone (Area code and number) ADMIN PHONE NUMBER	21. Agency Use
Agency sign		Title	Date
22. Approval here			

Back Page 1 Instructions: Per Diem & Lodging

Block Number	Description	Instructions
A	Leave Headquarters	Type in the date and time you left
B	Arrive Headquarters	The date and time you returned
C	Meals Non-Overnight	Leave Blank – Cannot claim meals for non-overnight stay
D	Meals (Must be an overnight stay)	Refer to the federal Domestic Maximum Per Diem Rates . NOTE: For areas not listed, the rates are: Meals In-State: up to \$46 Amount will populate to the front page.
E	Lodging	Refer to the federal Domestic Maximum Per Diem Rates . NOTE: For areas not listed, the rates are: Lodging In-State: up to \$85 Amount will populate to the front page
F	Total	Total amount of D & E (Will calculate/automatically populate)
G/H/I	Actual Expense	Leave Blank (unless authorized by Executive Director)
J/K	Total meals and lodging	Will calculate automatically

Back Page 1, Back Page 2 Instructions:**Required Information** - The following statement must appear at the beginning of this section:

"ALL TRAVEL PERFORMED IN CONNECTION WITH OFFICIAL STATE BUSINESS OF THE TEXAS VETERANS COMMISSION." INCLUDE: NORMAL WORKING HOURS (i.e. M-F 8-5)

Block Number	Description	Instructions
Y	Date	Must enter date as mmddyy (no spaces or dashes)
	Time	Complete a <u>detailed description</u> for each trip. Time left HQ, (<u>Designated Headquarters</u>), POE (<u>Place of Employment</u>), or residence address from (HQ, POE, or residence)
	Point to Point	To Duty Point (Your destination), address, city, zip code. (Example: HQ, POE, or residence, address, city, zip code to Duty Point, address, city, zip code.) Time you left the Duty Point and returned to POE or residence. (If you have a recurring address, list first time only.) List the mileage to the location and return in the description. Example: <u>HQ, POE, or residence to address, city, zip code (xx miles)</u>
	Put actual departure place to duty point (If you don't feel comfortable putting street address of <u>Residence</u> , put (vicinity.)	Give a reason for the trip and then return to HQ, POE, or residence (xx miles).
	Mileage Point to Point	Distances between points, use odometer readings or any mapping service website and indicate where you got the mileage. Round fractions of mile .4 and below (down) .5 and above (up). Mileage will automatically link to the front page claiming departure or arrival to HQs or residence.
	Incidental Expenses	Hotel, Rental Car, Parking, Tolls, etc. are described in the narrative, even if direct billed (Example: <u>hotel, direct billed, receipt attached</u>)
	Type	Enter " I " for in-state travel (always double check this as it is very easy to not enter)

- Residence to Duty Point – Before/During working hours on workdays.

Before or during working hours on a workday, you are limited to mileage from place of employment (POE) or the lesser of (except unforeseen emergency, weekend & holidays).

Example: Residence to Duty Point 15 miles....Hdqs. to same Duty Point 10 miles....Claim 10 miles, Hdqs closer than residence.

- Duty Point to Residence – Left Duty Point and returned to residence during working hours....Claim the lesser miles (POE) or residence.

Example: Duty Point to Residence (12 miles), Duty Point to Hdqs. (15 miles)Claim 12 miles (residence closer than Hdqs.)

- Duty Point to Residence – Left Duty Point and returned to residence after working hours....Claim mileage to residence.

Example: Duty Point to Residence (15 miles) Duty Point to Hdqs. (12 miles)...Claim mileage to residence (15 miles) Employee left the duty point after working hours.

- Airport to Residence – The ACTUAL ARRIVAL TIME of a flight determines whether travel occurs during working or non-working hours.

Example: Airport to Residence (Flight landed at 2:30pm) (18 miles) Airport to Hdqs. (12 miles)....claim mileage to Hdqs (12 miles)

Example of an In-state travel voucher

Comptroller
of Public
Accounts Form
73-174
Rev. (9-01/7)

EXAMPLE FOR IN-STATE TRAVEL

TRAVEL VOUCHER / FORM

Page 1 of 3

1. Archive reference number		2. Agency number 403		3. Agency Name TEXAS VETERANS COMMISSION			4. Current document number		
		5. Effective date (Agency use)		6. Doc date (First date of travel) 01-05-10		7. DOC agency 403		8. FY	
						9. Document amount \$777.80			
10. Pay to: Your Name Address of your office City, State, Zip Code							11. Title DVOP, LVER, etc.		
							12. Designated headquarters Your office & Region		
13. Texas identification number				14. I am an "appointed officer" and certify that all documentation required to be filed with the Texas Ethics Commission has been filed.					
14 DIGIT NUMBER ASSIGNED TO YOU				sign here DO NOT SIGN IN THIS BOX					

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
001	13004	225	0010	10010	10	7102	269.50
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
002	13004	225	0010	10010	10	7106	416.00
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
003	13004	225	0010	10010	10	7105	42.00
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

16. Service date (Last date of travel) LAST DAY OF TRAVEL (key as 012910) no dashes		17. Description (Agency use only) MUST FILL IN DESCRIPTION (i.e., January 2010 Travel)	
18. DISTRIBUTION			
Expense Itemization for in-state travel:			AMOUNT
Fares, Public transportation	Taxi	25.00	25.00
Personal car mileage	539.00	Miles @ (Rate set by Legislature)	0.5
Meals and / or lodging			416.00
Parking	Parking at the Drury Inn - Austin		4.00
Incidental expenses (itemize)	Hotel Occupancy Tax: Austin - 13.80, El Paso, 11.50		25.30
	City Taxes: Austin - 20.00, El Paso - 18.00		38.00
Fares, Public transportation	Taxi		
Personal car mileage	0.00	Miles @ (Rate set by Legislature)	0
Meals and / or lodging			
Parking			
Incidental expenses (itemize)			
TOTAL			\$777.80

19. I certify that the expense account shown above is true, correct, and unpaid.			
Claimant		Supervisor	
Date		Date	
sign here TRAVELER'S SIGNATURE		sign here RVER'S SIGNATURE	
date signed		date signed	
20. Contact name Admin's Name		21. Agency use Admin Phone Number	
Agency sign here		Title	
22. Approval		Date	



TRAVEL VOUCHER / FORM CONTINUATION

1. Doc agency	2. Current document number
---------------	----------------------------

IS. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
004	13004	225	0010	10010	10	7101	25.00
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							
005	13004	225	0010	10010	10	7135	25.30
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

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IN-STATE MEALS AND LODGING											ACTUAL EXPENSE			
a. Leave Headquarters				b. Arrive Headquarters				c. Meals non-overnight not to exceed \$36	d. Meals not to exceed Maximum rate	e. Lodging not to exceed Maximum rate	f. TOTAL	g. Meals	h. Lodging	i. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
EXAMPLE														
01-05-10	8	00	A						53.25		53.25			
01-06-10									71.00		71.00			
01-07-10									71.00		71.00			
				01-08-10	6	00	P		53.25		53.25			
01-20-10	8	00	A						38.25		38.25			
01-21-10									91.00		91.00			
				01-22-10	5	30	P		38.25		38.25			
TOTAL MEALS NON OVERNIGHT								j. 0.00	TOTAL MEALS & LODGING		k. 416.00	TOTAL ACTUAL EXPENSE		

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE			
m. Leave Headquarters				n. Arrive Headquarters				o. Meals non-overnight not to exceed \$36	p. Meals not to exceed Maximum Rate	q. Lodging not to exceed Maximum Rate	r. TOTAL	s. Meals	t. Lodging	u. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT								v.	TOTAL MEALS & LODGING		w.	TOTAL ACTUAL EXPENSE		

DATE	y. INFORMATION REQUIRED BY TEXTRAVEL AND OTHER PERTINENT INFORMATION	Mileage Point to Point	Separate mileage by TYPE of Travel: Place an "I" for In-State or an "O" for Out-of-State		
			Type	In-State	Out-of-State
MMDDYY	ALL TRAVEL DONE IN CONNECTION WITH OFFICAL STATE BUSINESS OF THE TEXAS VETERANS COMMISSION (Hdqs: address, city, zip) (Work Hrs) ALL MILEAGE BY ODOMETER READING				
01-05-10	8:00am-Leave residence Your residence address, city, zip, to Austin Drury Inn, address of hotel, city, zip, (208 miles) to attend veteran training	208.00	I	208.00	
thru	2:30pm - Leave Austin and return to residence at 6:00 pm. (208 miles)	208.00	I	208.00	
01-08-10	Hotel Direct Bill to TVC) (parking 4.00) Parking, tolls, shuttle, bus, etc. (attach receipts) (8:00am - residence mileage used- closer than Hdqs.) (mileage claimed to residence- after normal working hours)				
01-14-10	9:30am - Leave Hdqs to Place of Business, address, city, zip, (12 miles) to conduct outreach 11:00am - return to Hdqs. (12 miles)	12.00	I	12.00	
01-15-10	8:00am - Leave residence, address, city, zip to Place of Business, address, city, zip, (8 miles) to conduct outreach. 9:45am - reutrn to Hdqs (12 miles) (8:00am - residence mileage used- closer than Hdqs.)	8.00	I	8.00	
01-20-10	8:00 am - Leave Hdqs and proceed to Killeen Airport (10 miles) to catch a flight to El Paso TX to attend TVC conference. Flight departs 10:00 am; arrives at El Paso Aiport at 4:00 pm. Shuttle not available, taxi ride to hotel, address of hotel arrived hotel at 5:00 pm. 10:00 am - depart hotel via shuttle to El Paso Aiport; return to Killeen Airport at 4:00 pm. Returned to residence at 5:30 pm. (24 miles) Hotel and Airfare Direct Billed to TVC. Taxi fare \$25.00 (mileage claimed to residence- after normal working hours)	10.00	I	10.00	
01-22-10		24.00	I	24.00	
01-28-10	10:00am - Leave Hdqs - to Place of Business, address, city, zip (10 miles) to attend meeting. 4:30pm - return to residence (10 miles) (mileage claimed to Hdqs - closer than residence- residence 15 miles) (returned to residence during normal working hours, have to claim the closer mileage)	10.00	I	10.00	
01-29-10	2:30pm - Leave Hdqs - to Place of Business, address, city, zip (10 miles) to conduct outreach 5:30pm - return to residence (15 miles) (mileage claimed to residence- after normal working hours)	10.00	I	10.00	
		15.00	I	15.00	
Reoccurring address only have to be listed once.					
*Show point-to-point breakdown, including intra-city mileage claims		Total:		539.00	Total 539.00

Use additional form or a "CONTINUATION SHEET," if additional space is needed.

Set up an imaginary margin to type to. If you type past that point, it show's on the screen but will cut off when printed.

XII. APPENDIX B: OUT OF-STATE TRAVEL POLICIES & INSTRUCTIONS: THE TRAVEL VOUCHER SYSTEM FOR REIMBURSEMENT OF AUTHORIZED BUSINESS EXPENSES

1. Travel Expenses may be reimbursed only where the purpose of travel performed is clearly for the conduct of the State's official business and consistent with legal responsibilities of TVC.
2. All Travel expenses must be approved by management.
3. Travel within designated headquarters and/or within the State

Designated Headquarters is defined as:

- *The area within the city limits of the town in which the employee's headquarters office is located.*
- *If the employee's office is located within an unincorporated area, designated headquarters is the area within a five-mile radius of the employee's headquarters office.*

Place of Employment (POE):

- *POE is defined as: An office or other location at which a state employee most frequently conducts official state business .i.e (Hdqs).*

Duty Point:

- *Duty Point is defined as: The destination other than a place of employment to which a state employee travels to conduct official state business.*

1. Before completing the travel voucher, current mileage and per diem rates should be obtained from: (<https://fm.x.cpa.state.tx.us/fm/travel/travelrates.php>)
2. Employees should not submit more than one travel voucher each calendar month. However, up to three consecutive months can be submitted on one voucher except for the months of August, September, and October due to end of Fiscal and Program Years.

Supervisors/RVERs may require staff to submit travel vouchers on a monthly basis.

3. Travel Vouchers should be submitted within 60 days of travel.

*(Travel vouchers **not** submitted within 90 days after travel date may be subject to non- payment)*

4. Per diem allowance is not allowed when an employee is:

- a) *At official designated headquarters,*
- b) *Absent from post of duty for personal reasons,*
- c) *Absent from post of duty for any reason not connected with duties of TVC,*
- d) *Away from designated headquarters without an overnight stay.*

5. Travel is prohibited on State holidays, or on National holidays, unless on an emergency basis or in the event of a pre-arranged appointment or schedule that cannot be canceled.

6. Gratuities are not reimbursed and shall not be submitted.

7. Eligible expenses may include:

Mileage	Airline tickets	Meals	Luggage
Parking	Tolls	Taxi/Shuttles	Business internet access
<u>Required Receipts:</u>	* Lodging	* Rental vehicles	* Gas Receipts

TRAVEL TO NATIONAL VETERANS TRAINING INSTITUTE (NVTI) IN DENVER, COLORADO OFFERED ONLY TO VETERANS EMPLOYMENT SERVICES PROGRAM.

1. NVTI travel staff will contact participants to verify information such as office address and phone number, flight origination (as stated on the NVTI application), and special accommodation needs.
2. Based on the verified information, NVTI will formulate an itinerary and forward it by e-mail to both the participant and TVC State HQ's. (HQ's staff will ensure the appropriate RVER is provided all information forwarded by NVTI).
3. TVC staff must respond to NVTI travel by acknowledging receipt of the itinerary; this will ensure travel arrangements are complete and correct.
4. NVTI bears the cost of all training expenses related to the scheduled training.
5. This includes training materials, airline ticket cost, Denver shuttle cost, and meals. Baggage can now be claimed for reimbursement thru NVTI, (form online @ NVTI).
6. The only TVC travel cost associated with NVTI training is the payment of mileage to and from the airport, parking, and tolls. TVC will reimburse for meals only if the flight is delayed.
7. Upon return from NVTI, individuals will be reimbursed after submission of a travel voucher.
8. Mondays, with rare exception, are the designated travel days to Denver. Class instruction begins Tuesday morning and continues through noon Friday.
9. If an individual fails to attend a scheduled course of instruction at NVTI without prior coordination through the State HQ's and NVTI, they may be held liable for cost of the airfare provided by NVTI.
10. Changes to scheduled airline reservations for course participants cannot be made by the individual. Only NVTI, in coordination with their contract travel agency, are allowed to make changes.
11. Driving to Denver for NVTI training is permissible. Those who choose this option will only be reimbursed by NVTI at the cost of a federal airline ticket. It may take 3-4 weeks for NVTI to reimburse for the mileage.
12. If driving to NVTI for a course of instruction, lodging and food costs to Denver will be the responsibility of the traveler. Neither TVC nor NVTI will reimburse for these costs.

FRONT PAGE INSTRUCTIONS:

The Travel Voucher Form is located on the TVC webpage (www.tvc.state.tx.us) under Forms

Refer to Out-of-State Travel Voucher Example, pages 55-56

Block Number	Description	Instructions
1.	Archive Reference Number	Leave Blank
2.	Agency Number	Enter 403
3.	Agency Name	Enter Texas Veterans Commission

Block Number	Description	Instructions
4.	Current Document Number	Will be completed by Austin HQ, travel accountant
5.	Effective Date	Leave Blank
6.	Doc Date	Enter first date of travel. Enter as mmddyy <u>no dashes</u> (example: January 4, 2010 should be keyed 010410 computer will convert to 01-04-10)
7.	Doc Agency	Type 403
8.	FY	Leave Blank (Headquarters will fill in)
9.	Document amount	Will automatically calculate when section 18 is completed
10.	Pay To	Enter Name, <u>Office</u> address, City, State, and Zip Code
11.	Title	Enter title of claimant LVER/DVOP/etc.
12.	Designated Headquarters	Enter location of claimant office/Workforce Center and Region
13.	Texas Identification Number	This is a 14-digit number. The first digit will be a "2". Digits 2 thru 10 will be employee's SSN, digit eleven will be assigned by the Accounting Department. Digit 12 thru 14 will either be a PR1 or PR2
14.	Appointed Officer	Leave Blank
15.	SFX	See Page 50 for specific funding, PCA, and COBJ Codes
16.	Service Date	Enter last date of travel. Enter as mmddyy <u>no dashes</u> (example: January 29, 2010 should be keyed as 012910 computer will convert to 01-29-10)
17.	Description Agency use only	Enter month(s) of Travel
18.	*Distribution – Out-of- State Travel	
*	Fares, Public Transportation	Taxi, airfare, rental car. Enter actual amounts as appropriate (See example)
*	Personal Car mileage	Will calculate from BACK PG1
*	Meals and /or Lodging	Will calculate from BACK PG1
*	Parking	Enter actual amount
*	Incidental Expenses	This will include hotel taxes; business related telephone calls, toll fares, gas, baggage, etc.

FUNDING CODES/CODING BLOCK

SECTION 15 SFX ON FRONT PAGE:

Block	Description	Instructions
APPN	Appropriation	Enter: CLAIMS 13001 CENTRAL ADMIN 13003 VES 13004 VET ED 13005 VISITATION 13001 MARKETING 13006
TC	Transaction Code	Enter: 225
Fund	Fund Code	Enter: CLAIMS 0001 CENTRAL ADMIN 0003 LVER/RVER 0110 DVOP 0113 TAP 0116 VET EMP. ADMIN 0117/0118 VET ED 0020 VISITATION 0002 MARKETING 0004
PCA	Program Cost Account	Enter: CLAIMS: 10002 CENTRAL ADMIN 13003 LVER/RVER 10010 DVOP 10013 TAP 10016 VET EMP ADMIN 10017/10018 VET ED 10020 VISITATION 29003 MARKETING 10004
AY	Appropriation Year (Accounting Year)	Enter: 14 (September 1, 2013 – August 31, 2014) 15 (September 1, 2014 – August 31, 2015)
COBJ	Comptroller Object	Enter: 7111 Fares, Public Trans 7112 Personal Car Mileage 7115 Incidental Expenses: Gasoline, parking, tolls; Include (Local hotel occupancy tax) 7116 Meals and/or lodging
Amount	Total amount of COBJ	Enter: Total amount per COBJ

#18 – Distribution Expense Itemization for Out-Of-State Travel:

Expenses	Description	Amount
Fares, Public Transportation	Taxi, Air Fare, & Rental Car	Amount will automatically calculate once keyed into appropriate block.
Personal Car Mileage	Miles @ rate (see current rates per state)	Mileage and amount will automatically calculate from back page
Meals and/or Lodging Out-of-State Refer to GSA- Per Diem Rates www.gsa.gov then click on Per Diem Rates	Meals and/or Lodging Are figured by State and County. Each State and county has different allowance for meals & lodging.	Meals and Lodging amount will automatically calculate from back page.
Parking	Parking–give date and place (i.e. conference, airport etc.)	Key total amount in block.
Taxes	Local City, State & County taxes	Key in amount
Incidental Expenses	All other incidental expenses (itemized) (i.e. date, tolls, shuttle etc.)	Key total amount in block

19 – Signature Block – Vouchers submitted to Supervisor/ RVER for approval then Admin mails to Travel Accountant in Austin. (**By Law** – TVC has 45 days from date submitted for Supervisor approval to process payment.)

- Must have original signatures, no copies or electronic signatures.
- Travel Accountant needs the original signed travel voucher with receipts taped to a blank 8 x 11 sheet of paper.
- No extra copies needed.
- Copy retained for regional office files.

Example:

19. I certify that the expense account shown above is true, correct and unpaid.			
Claimant	Date	Supervisor	Date
sign here (Traveler's Signature)		sign here (RVER Signature)	
20. Contact name ADMIN NAME		Phone (Area code and number) ADMIN PHONE NUMBER	21. Agency Use
Agency sign		Title	Date
22. Approval here			

BACK PAGE 1 INSTRUCTIONS: PER DIEM & LODGING

Block Number	Description	Instructions
M	Leave Headquarters	Type in the date and time you left
N	Arrive Headquarters	The date and time you returned
O	Meals Non-Overnight	Leave Blank – Cannot claim meals for non-overnight stay.
P	Meals Has to be an overnight stay	The State allowable amount for that State and County (Per Diem) The amount will populate to the front page.
Q	Lodging	Lodging – not to exceed allowable rate by GSA – Out of State Travel. (Only list amount if it's Not direct billed.) Amount will populate to the front page.
R	Total	Total amount of D & E (Will calculate/automatically populate)
S/T/U	Actual Expense	Leave Blank (unless authorized by Executive Director)
V/W	Total meals and lodging	Will calculate automatically

BACK PAGE 1, BACK PAGE 2 INSTRUCTIONS:

Required Information - The following statement must appear at the beginning of this section:

"ALL TRAVEL PERFORMED IN CONNECTION WITH OFFICIAL STATE BUSINESS OF THE TEXAS VETERANS COMMISSION." INCLUDE: NORMAL WORKING HOURS (i.e. M-F 8-5)

Block Number	Description	Instructions
Y	Date	Must enter date as mmddyy (no spaces or dashes)
	Time	Complete a detailed description for each trip. Time you left Hdqs., (Designated Headquarters), POE (Place of Employment), or residence address from (Hdqs. POE, or residence)
	Point to Point	To Duty Point (Your destination), address, city, zip code. (Example: Hdqs., POE, or residence, address, city, zip code to Duty Point, address, city, zip code.) Time you left the Duty Point and returned to POE or residence. (If you have reoccurring address, only have to list it once.) List the mileage to the location and return in the description. (Example; Hdqs., POE, or residence to address, city, zip (xx miles)) Give a reason for the trip and then return to Hdqs., POE, or residence (xx miles).
	Mileage Point to Point	Distances between points, use odometer readings or any mapping service website. Round fractions of mile .4 and below (down) .5 and above (up). Mileage will automatically link to the front page claiming departure or arrival to HQs or residence.
	Incidental Expenses Type	Hotel, Rental Car, Parking, Tolls, etc.) in the narrative, even if direct billed (Example: <u>hotel, direct billed, receipt attached</u>) Enter " O " for out-of-state travel

- Residence to Duty Point – Before/During Working Hours on Workdays.

If: before or during working hours on a workday, you are limited to mileage from place of employment (POE) or the lesser of unless unforeseen emergencies, Weekends or Holidays.

Example: Residence to Duty Point 15 miles....Hdqs to same Duty Point 10 miles....Claim 10 miles, Hdqs closer than residence.

- Duty Point to Residence – Left Duty Point and returned to residence during working hours....Claim the lesser miles (POE) or residence.

Example: Duty Point to Residence (12 miles) Duty Point to Hdqs. (15 miles)Claim 12 miles (residence closer than Hdqs.)

- Duty Point to Residence – Left Duty Point and returned to residence after working hours....Claim mileage to residence.

Example: Duty Point to Residence (15 miles) Duty Point to Hdqs. (12 miles)...Claim mileage to residence (15 miles) Employee left the duty point after working hours.

- Airport to Residence – The ACTUAL ARRIVAL TIME of a flight determines whether travel occurs during working or non-working hours.

Example: Airport to Residence (Flight landed at 2:30pm) (18 miles) Airport to Hdqs. (12 miles)...claim mileage to Hdqs (12 miles).

EXAMPLE OF AN OUT-OF-STATE TRAVEL VOUCHER

Comptroller
of Public 73-174
Accounts Rev. (9-01/7)
Form

EXAMPLE FOR OUT-OF-STATE TRAVEL

TRAVEL VOUCHER / FORM

Page 1 of 2

1. Archive reference number	2. Agency number 403	3. Agency Name TEXAS VETERANS COMMISSION			4. Current document number		
5. Effective date (Agency use)		6. Doc date (First date of travel)	7. DOC agency	8. FY	9. Document amount		
		01-04-10	403		\$96.00		
10. Pay to: Your Name Address of your office City, State, Zip Code					11. Title DVOP, LVER, etc. 12. Designated headquarters Your office & Region		
13. Texas identification number 14 DIGIT NUMBER ASSIGNED TO YOU		14. I am an "appointed officer" and certify that all documentation required to be filed with the Texas Ethics Commission has been filed. sign here DO NOT SIGN IN THIS BOX					

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
001	13004	225	0113	10013	10	7112	41.41
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
002	13004	225	0113	10013	10	7115	40.00
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
003	13004	225	0113	10013	10	7116	15.00
INVOICE NUMBER		PMT DUE DATE		AGENCY USE			
AGENCY USE							

16. Service date (Last date of travel) Last Day of Travel (key as 012910) no dashes		17. Description (Agency use only) MUST FILL IN DESCRIPTION (i.e. April 2009 Travel)	
18. DISTRIBUTION		AMOUNT	
Expense itemization for in-state travel:			
Fares, Public transportation	Taxi	Air Fare	Rental Car
Personal car mileage	Miles @ (Rate set by Legislature)		
Meals and / or lodging			
Parking			
Incidental expenses (itemize)			
Expense itemization for out-of-state travel:			
Fares, Public transportation	Taxi	Air Fare	Rental Car
Personal car mileage	82.00	Miles @ (Rate set by Legislature)	0.5
Meals and / or lodging			
Parking	Parking - Killeen Airport		
Incidental expenses (itemize)			
TOTAL			\$96.00

19. I certify that the expense account shown above is true, correct, and unpaid.			
Claimant sign here TRAVELER'S SIGNATURE		Date date signed	
Supervisor sign here RVER'S SIGNATURE		Date date signed	
20. Contact name Admin's Name		21. Agency use Admin Phone Number	
Agency sign here		Title sign here	
22. Approval		Date	

BACK OF FIRST PAGE

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Page 2 of 2

IN-STATE MEALS AND LODGING											ACTUAL EXPENSE			
a. Leave Headquarters				b. Arrive Headquarters				c. Meals non-overnight not to exceed \$36	d. Meals not to exceed Maximum Rate	e. Meals not to exceed Maximum Rate	f. TOTAL	g. Meals	h. Lodging	i. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT								j.	TOTAL MEALS & LODGING		k.	TOTAL ACTUAL EXPENSE		

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE			
m. Leave Headquarters				n. Arrive Headquarters				o. Meals non-overnight not to exceed \$36	p. Meals not to exceed Maximum Rate	q. Lodging not to exceed Maximum Rate	r. TOTAL	s. Meals	t. Lodging	u. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
EXAMPLE														
01-04-10	9	00	A											
01-05-10														
01-06-10														
01-07-10														
				01-08-10	9	00	P	15.00			15.00			
TOTAL MEALS NON OVERNIGHT								v.	15.00	TOTAL MEALS & LODGING		w.	15.00	TOTAL ACTUAL EXPENSE

DATE	y. INFORMATION REQUIRED BY THE STATE OF TEXAS TRAVEL ALLOWANCE GUIDE AND OTHER PERTINENT INFORMATION	Mileage Point to Point	Separate mileage by TYPE of Travel: Place an "I" for In-State or an "O" for Out-of-State		
			Type	In-State	Out-of-State
MMDDYY	ALL TRAVEL DONE IN CONNECTION WITH OFFICIAL STATE BUSINESS OF THE TEXAS VETERANS COMMISSION (Hdqs: address, city, zip) (Work hrs) ALL MILEAGE BY ODOMETER READING				
01-04-10	7:00 am - depart residence or Hdqs (your office or residence address, city, zip) to Killeen Airport (24 miles) Mileage from residence less than from Hdqs) to take a flight to Denver, CO to the National Veterans Training Institute (NVTI) to attend Labor Employment Services #123. Meals and lodging (hotel name, address) provided by NVTI. Courtesy/ shuttle ride from airport to hotel.	24.00	O		24.00
thru	12:00 pm - depart hotel via courtesy ride from the hotel to the Denver Airport. Depart Denver Airport and arrived Killeen Airport at 4:00 pm and arrived at residence at 6:00 pm. AIRFARE DIRECT BILLED TO NVTI. Claiming mileage to residence 24 miles after duty hours. Parking at Killeen Airport, \$40.00.				
01-08-10		24.00	O		24.00
01-25-10	9:00 am - depart Hdqs and proceed to Killeen Airport (10 miles) to catch a flight to Denver, CO to attend NVTI Case Management #222, flight departs 10:00 am; arrives Denver Airport at 3:00 pm. Shuttle ride to hotel, arrived hotel at 3:30 pm.	10.00	O		10.00
thru	3:00 pm - depart Denver Airport and arrive Killeen Airport at 8:00 pm. Flight was delayed, did not return at scheduled time (6:00 pm); arrived in Killeen at 8:00 pm. Returned to residence at 9:00 pm. Claiming mileage to residence after duty hours (24 miles)				
01-29-10		24.00	O		24.00
When travelling OUT-OF-STATE, going to and from the local airport is listed under OUT-OF-STATE, not IN-STATE. Reoccurring addresses only have to be listed once.					
*Show point-to-point breakdown, including intra-city mileage claims		Total:	82.00	Total	0.00

Create an imaginary line to type to. (Allowance Guide). If you type pass that point, it shows on the screen, but will cut off when printed.

When travelling to NVTI, NVTI pays for all expenses.

TVC only pays for travel: POE to airport; airport to POE; residence to airport; airport to residence.

TVC will pay for partial meals if flight is delayed.

XIII. TRAVEL DEFINITIONS AND TERMS

A

adverse weather condition— Adverse weather condition is severe weather that causes unsafe conditions.

audit—Audit is the formal examination of accounts.

average coach airfare—Average coach airfare is the arithmetic mean of the unrestricted "Y" class fares offered by all airlines to a particular destination as quoted in American Airlines' Sabre system or in Worldspan's PARS reservation system.

B

board—Board means a board, commission, committee, council, or similar entity in the executive, legislative, or judicial branch of state government that comprises at least two members.

board member—Board member is a member of a board.

business day—any weekday except a weekday on which a **national or state holiday** occurs.

C

cancellation charge— Cancellation charge means a fee, charge, or payment that a private entity assesses or retains because of the cancellation or change of a travel reservation or other travel plan.

For example, a non-refundable purchase of an airline ticket becomes a cancellation charge when the ticket becomes unusable because of changed travel plans.

chief administrator—Chief administrator is the person who has the day-to-day-responsibility for managing the agency's operations, i.e. the executive director.

claimant—Claimant is the person requesting reimbursement for travel expenditures.

commercial lodging establishment—Commercial lodging establishment means a hotel, motel, inn, apartment, house, or similar entity that furnishes lodging to the public for pay. This term includes a governmental property controlled by that entity, or a religious organization, or a private educational institute

D

duty point—Duty point means the destination other than a place of employment to which an employee travels to conduct official state business. If the destination is outside the employee's designated headquarters, then the duty point is the area within the city limits of the incorporated area in which the destination is located, or the area within a five-mile radius of the destination if it is located in an unincorporated area.

F

fiscal year—Has the meaning assigned to appropriation year in USAS.

G

gratuity—Something given voluntarily or beyond obligation, usually in response to or in anticipation of a service.

I

incidental expenses—Incidental expense means a necessary and reasonable expense incurred by an employee while traveling on official state business. This term includes taxes except taxes on meals. Meals, lodging, and transportation, and personal expenses are not included in the definition of incidental expenses.

K

key official—Key official means the chief administrator of TVC, i.e. the executive director.

L

lease—Lease means a long-term contract giving the lessee the exclusive possession and use of property although the lessor retains ownership throughout the duration of the lease. A contract is "long-term" only when its duration is at least one month.

lodging expense—Lodging expense means a charge imposed by a provider of lodging as consideration for providing lodging. This term does not include money paid as a donation, gratuity, or tip to the provider.

lowest available airfare—Lowest available airfare is the lowest available airfare as quoted in American Airlines' Commercial Sabre reservation system or Worldspan's PARS reservation system.

M

meal expense—The cost of a meal plus any tax that is based on the meal's cost. The term does not include a tip, a gratuity or a mandatory service charge paid or imposed in conjunction with a meal.

N

non-working hours—Non-working hours means all the hours in a calendar day except working hours.

P

place of employment—Place of employment means the place where an employee routinely conducts official state business

prospective employee—Prospective employee is a person who is being considered for employment with TVC. This term also includes an employee of another agency who is being considered for employment by TVC.

R

receipt—The tangible or electronically stored version of an invoice, ticket, bill, document, or other item that the comptroller accepts as proof that a travel expense has been incurred by an employee.

rented or public conveyance—Rented or public conveyance means a motor vehicle, train, or aircraft that an employee rents or pays for to use on a short-term basis while traveling on

official state business.

T

Travel coordinator—Travel coordinator is an employee assigned the responsibility of assisting travelers with all aspects of travel. The travel coordinator acts as liaison to Payment Processing.

travel expenses—Travel expense means a transportation, meal, lodging, or incidental expense.

Travel Voucher—Travel Voucher is the form completed by TVC employees to submit travel expenses for reimbursement.

V

voucher requirements—Voucher requirements are the documents or documentation required to obtain reimbursement for travel expenses.